

A photograph of the Michigan State Capitol building, featuring a large white dome and classical architecture, set against a blue sky with scattered white clouds. The building is partially framed by green trees in the foreground.

Attachment B

**Perkins V 2021-2022 Local Application**  
Michigan Department of Labor and Economic Opportunity  
Employment and Training

# Contents

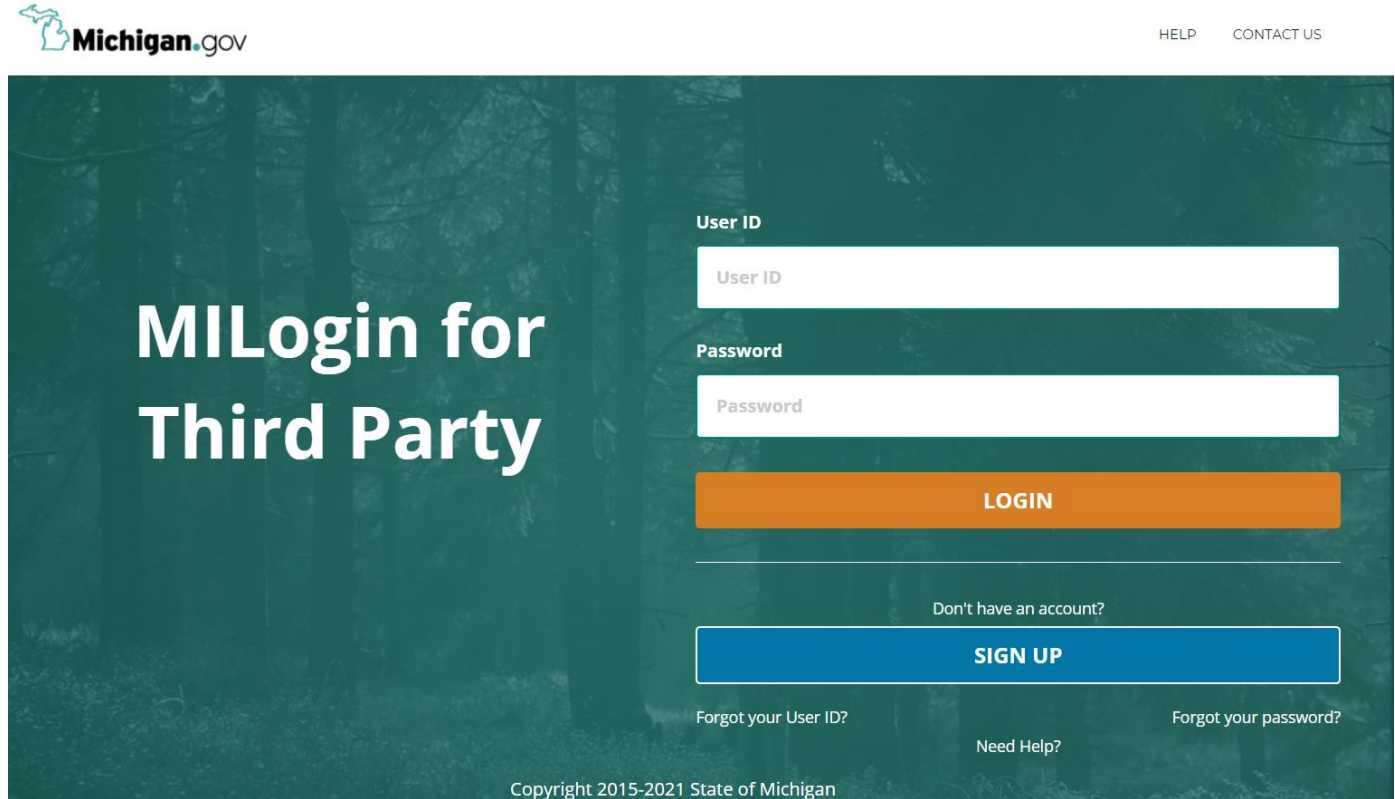
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# MiLOGIN for Third Party

<https://milogintp.Michigan.gov>

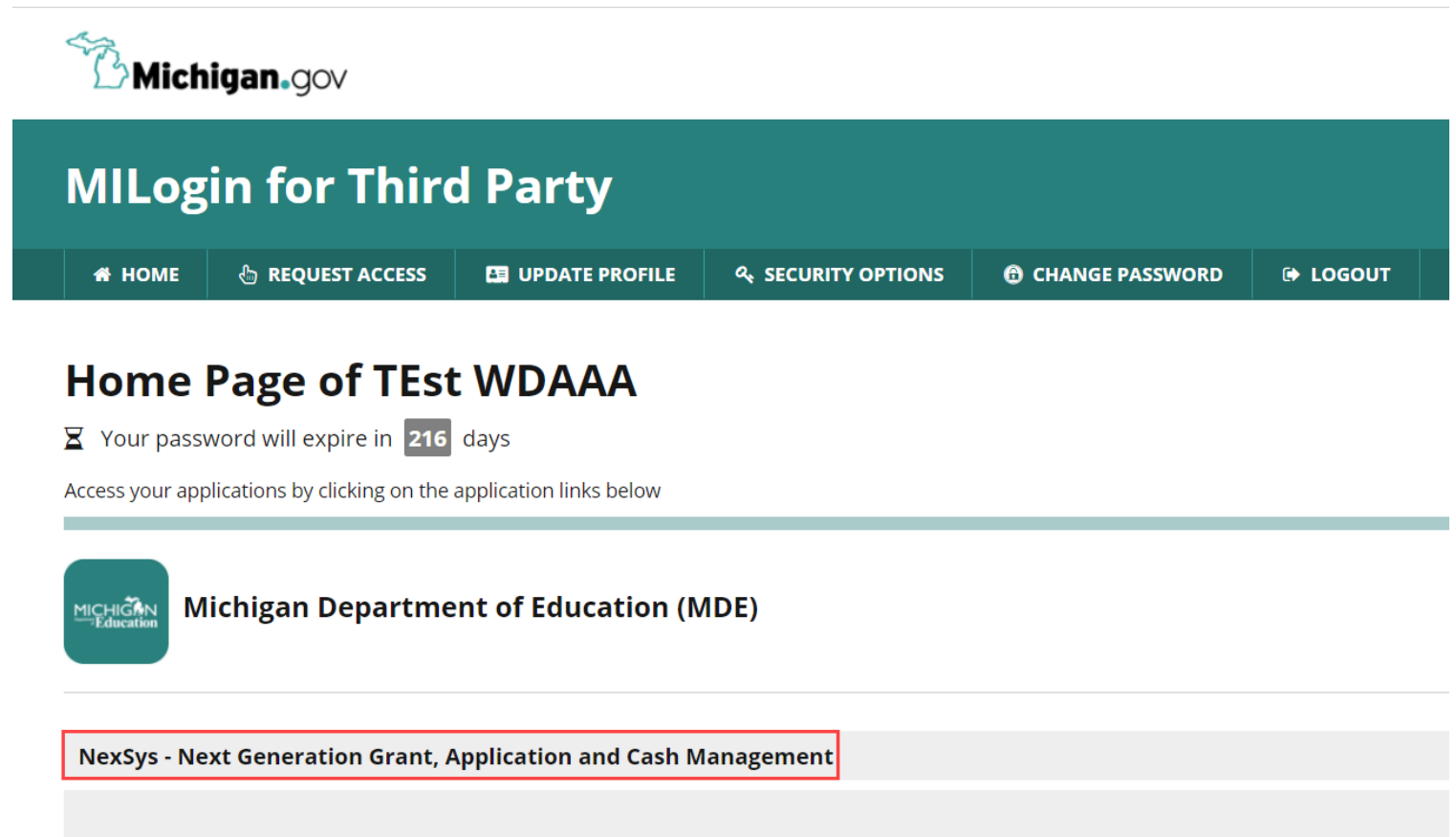
Login using Username and Password created during account creation and linking process.



The screenshot shows the Michigan.gov logo in the top left corner and links for HELP and CONTACT US in the top right. The main heading is "MiLogin for Third Party". Below this, there are two input fields: "User ID" and "Password". An orange "LOGIN" button is positioned below the password field. A link "Don't have an account?" is located above a blue "SIGN UP" button. At the bottom, there are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer text reads "Copyright 2015-2021 State of Michigan".

# MiLOGIN for Third Party

Select the link for NexSys –  
Next Generation Grant,  
Application and Cash  
Management under the  
Michigan Department of  
Education Header



The screenshot shows the 'MiLogin for Third Party' page on the Michigan.gov website. At the top is the Michigan.gov logo. Below it is a teal header with the title 'MiLogin for Third Party'. A navigation bar contains links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled 'Home Page of TEst WDAAA'. It includes a password expiration notice: 'Your password will expire in 216 days'. Below this is a section for the Michigan Department of Education (MDE), featuring its logo and the text 'Michigan Department of Education (MDE)'. A list of application links is shown, with 'NexSys - Next Generation Grant, Application and Cash Management' highlighted by a red border.

Michigan.gov


## MiLogin for Third Party

[HOME](#) [REQUEST ACCESS](#) [UPDATE PROFILE](#) [SECURITY OPTIONS](#) [CHANGE PASSWORD](#) [LOGOUT](#)

### Home Page of TEst WDAAA

⌚ Your password will expire in **216** days

Access your applications by clicking on the application links below

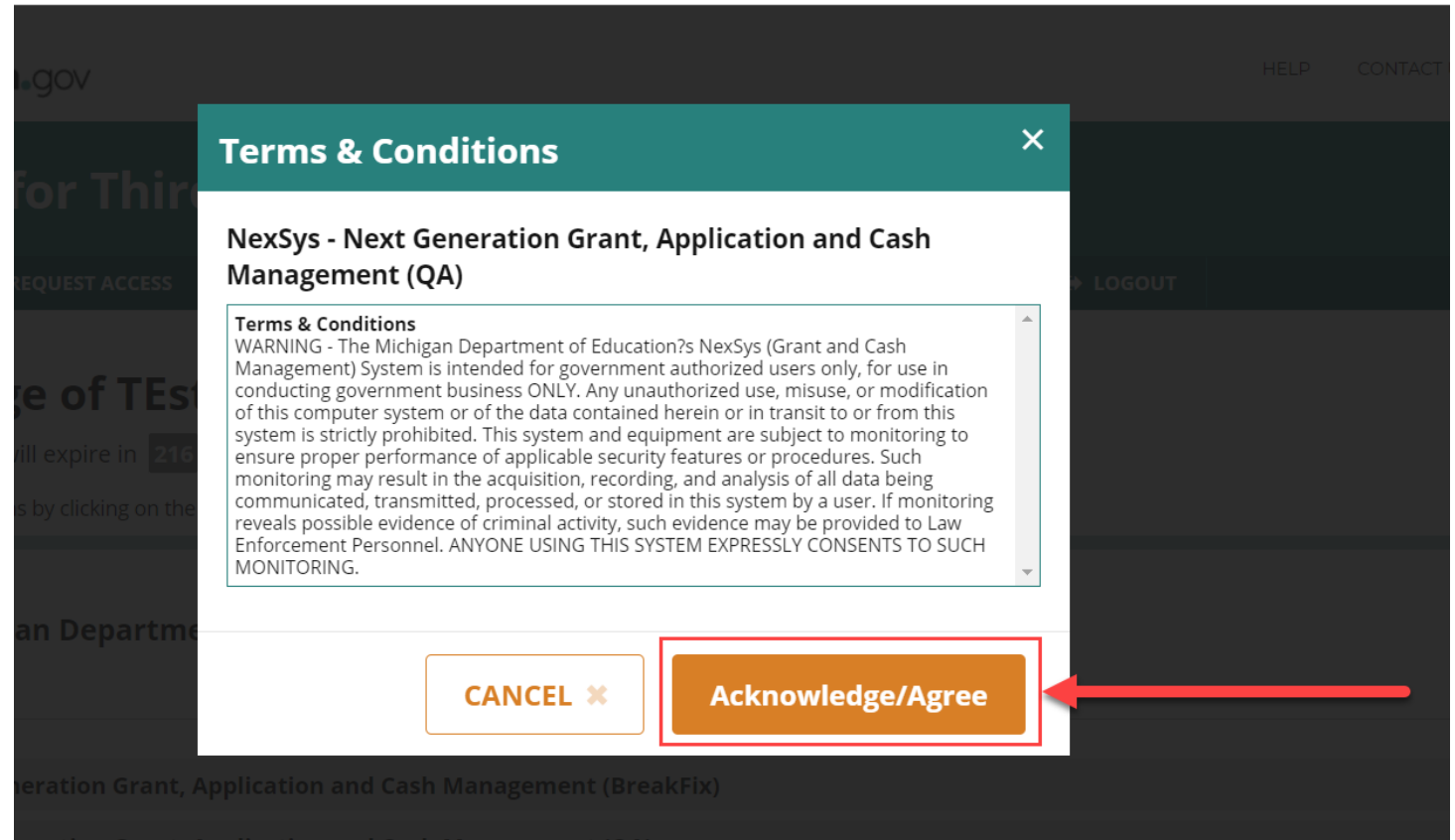
 Michigan Department of Education (MDE)

**NexSys - Next Generation Grant, Application and Cash Management**



# MiLOGIN for Third Party

Simply acknowledge the NexSys Terms & Conditions and the NexSys Dashboard should open.



# Initiate Application

Level 5 users can find the Local Application within their My Opportunities panel.

Locate and select the blue colored link titled “Community College Services (CCS) Perkins / Local Application”.

The screenshot shows the NexSys dashboard for the Michigan Department of Education. The top navigation bar includes links for Home, Administration, and Searches. The main content area is titled 'Dashboard' and includes a welcome message and a list of instructions for new users. Below this, there are two main panels: 'My Tasks' and 'My Opportunities'.

**My Tasks**

Name	Current Status	Date Received	Due Date
21CLCJ-2021-33070-76	Modifications In Progress	01/12/2021 01:18 PM	06/30/2021 12:00 AM
21CLCJ-2022-810001047-101	Application In Progress	02/04/2021 02:52 PM	
21CLCJ-2022-810001047-107	Application In Progress	02/04/2021 03:21 PM	
21CLCJ-2022-810001047-113	Application In Progress	02/10/2021 03:33 PM	
21CLCJ-2022-810001047-94	Application In Progress	02/04/2021 02:39 PM	
21CLCJ-2022-82000-115	Application In Progress	02/16/2021 04:53 PM	
AE107-2022-09000-1	Application In Progress	03/08/2021 12:17 PM	
AE107-2022-09000-2	Application In Progress	03/31/2021 09:32 AM	

**My Opportunities**

Program	Office	Due Date
Institutional Programs		5/13/2022 12:00:00 AM
Adult Education: WIOA Instructional Programs	Workforce Development-SOM	3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM
CNP: NSLP Equipment Assistance Grant	Office of Health and Nutrition Services	2/16/2021 12:00:00 AM - 3/31/2022 12:00:00 AM
<b>Community College Services (CCS) Perkins / Local Application</b>	Workforce Development-SOM	1/1/2021 12:00:00 AM - 12/31/2021 12:00:00 AM
Diversity and Equity in the Education Workforce: Communities of Practice	Office of Professional Preparation Services	4/1/2021 12:00:00 AM - 12/31/2021 12:00:00 AM
Sandbox FER with Amendments	Michigan Department of Education	12/31/2019 8:00:00 AM - 10/7/2021 12:30:00 PM

# Initiate Application

Ensure the pop-up window displays the correct institution and select “Agree.”

**Community College Services (CCS)**  
**Perkins / Local Application**

Provided By: Workforce Development-SOM

Provided To: Wayne RESA

NexSys Applications Availability Dates:

Description: No Summary Provided

Agreement Language: No Agreement Language Provided

**Agree** **Decline**

Application Status	Application Date	Application Time	Application Type	Application Status	Application Date	Application Time
Applications In Progress	01/12/2021	01:18 PM	Adult Education: WIOA Instructional Programs	Workforce Development-SOM	3/30/2021	12:00:00 AM
Applications In Progress	02/04/2021	02:52 PM	CNP: NSLP Equipment Assistance Grant	Office of Health and Nutrition Services	2/16/2021	12:00:00 AM
Applications In Progress	02/04/2021	03:21 PM	Community College Services (CCS) Perkins / Local	Workforce Development-SOM	1/1/2021	12:00:00 AM
Applications In Progress	02/10/2021	03:33 PM				

# Navigate and Complete the Local Application

The green menu to the left displays all pages of the application. The white boxes will appear empty until pages are completed, at which time a white check mark will populate.

While users may begin with any page of the application this guide will work from the top down. Starting with the Cover Page.

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The left sidebar contains a green menu with the following items: Forms, Cover Page (highlighted with a red box and a red arrow), Assurances and Certifications, Important Information, Review Grant Selections, General Information, Local Plan - Development, Outcome Page, Attachments, Required Attachments, Attachments, Tools, and Landing Page. The main content area shows the 'Document Overview' for application CCS-2022-170005218-11. It includes a progress bar with the following steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The interface also shows the organization name 'Lake Superior State University - 170005218' and the user role 'Authorized Official (5)'.



# Cover Page

Ensure the Entity Information on the top half of the page is displaying correctly then scroll down.

Note that the President's name and contact information is no longer displayed on the Cover Page. This information will still be included in the Grant Award Notification (GAN) and is pulled from the institution's Educational Entity Master (EEM) entry.

The screenshot displays the NeSys Grant, Application and Cash Management System interface. The top navigation bar includes links for Home, Administration, and Searches. The user is logged in as QA - UAT. The main content area is titled "Cover Page" and shows the application details for CCS-2022-170005218-11. The left sidebar contains a menu with options like Forms, Cover Page, Assurances and Certifications, Important Information, Review Grant Selections, General Information, Local Plan - Development, Outcome Page, Attachments, Required Attachments, and Tools. The main content area displays the "Cover Page" title and the application description "CCS Perkins Local Application Grant 2021-2022". Below this, the "Application Description" section includes the "Entity" information, such as Entity Name (Lake Superior State University - 170005218), Entity Address (650 WEST EASTERDAY AVE), City (SAULT STE MARIE), Zip Code (497831626), and Entity County (Chippewa County).

NeSys Grant, Application and Cash Management System QA - UAT

MICHIGAN Department of Education

Home Administration Searches

CCS-2022-170005218-11

Forms

Cover Page

Assurances and Certifications

Important Information

Review Grant Selections

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Local Plan - Development

Outcome Page

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Tools

Cover Page

CCS Perkins Local Application Grant 2021-2022

Application Description

Entity

Entity Name Agreement Number

Lake Superior State University - 170005218

Entity Address

650 WEST EASTERDAY AVE

City Zip Code Entity County

SAULT STE MARIE 497831626 Chippewa County

# Cover Page cont.

The bottom half of the Cover Page is used to select both a main and secondary contact person for the project.

1. Select a main contact person from the first drop-down.
2. Select a secondary contact from the second drop-down.
3. Select SAVE in the upper-right hand corner of the page.

The screenshot displays a web application interface for a project cover page. The top navigation bar includes links for Home, Administration, and Searches. The main content area is divided into two sections: 'Main Contact Person' and 'Secondary Contact Person'. The 'Main Contact Person' section features a 'Contact Name' drop-down menu with a list of names (Erica Newland, Juliana L. Cox, Test WDAAO) and fields for 'Zip Code', 'Telephone', and 'Email Address'. The 'Secondary Contact Person' section has a 'Contact Name' drop-down menu and fields for 'Address', 'City', 'Zip Code', and 'Telephone Number'. In the top right corner, there are buttons for 'New Note' and 'Save'. Red arrows and numbers 1, 2, and 3 are overlaid on the image to guide the user through the steps: 1. Select a main contact person from the first drop-down. 2. Select a secondary contact from the second drop-down. 3. Select SAVE in the upper-right hand corner of the page.

# Cover Page cont.

Contact information for both individuals should display on the Cover Page after the page saves the selections.

Note the Cover Page now shows a check mark within the green menu on the left-hand side of the page.

Select the “Assurances and Certifications” link to move to the next page of the application.

The screenshot displays a web application interface. At the top, there is a navigation bar with 'Home', 'Administration', and 'Searches'. Below this, a sidebar menu is visible with the following items: 'Forms', 'Cover Page' (with a checkmark), 'Assurances and Certifications' (highlighted with a red box and a checkmark), 'Important Information', 'Review Grant Selections', 'General Information', 'Local Plan - Development', 'Outcome Page', 'Attachments', 'Required Attachments', 'Attachments', 'Tools', 'Landing Page', and 'Add New...'. The main content area is divided into two sections: 'Main Contact Person' and 'Secondary Contact Person'. The 'Main Contact Person' section includes fields for 'Contact Name' (Juliana L Cox), 'Address' (Business Office 650 W Easterday Avenue), 'City' (Sault Ste. Marie), 'Zip Code' (49783), 'Telephone', 'Fax', and 'Email Address'. The 'Secondary Contact Person' section includes fields for 'Contact Name' (Test WDAAO), 'Address', 'City', 'Zip Code', 'Telephone Number' (517-555-1212), and 'Fax'.

# Assurances & Important Information

Neither the Assurances and Certifications page and the Important Information page require any action beyond simply reviewing the information present.

Utilize the links on the left-hand menu or the green colored buttons along the bottom of the page that say “Next Form” to navigate to “Review Grant Selections.”

The image displays two screenshots of the NeSys Grant, Application and Cash Management System interface, labeled 'QA - UAT'.

**Top Screenshot: Assurances and Certifications**

- Header:** NeSys Grant, Application and Cash Management System QA - UAT
- Navigation Bar:** Home, Administration, Searches
- Left Menu:** CCS-2022-170005218-11, Forms, Cover Page, Assurances and Certifications, **Important Information** (highlighted in red), Review Grant Selections
- Main Content:** Assurances and Certifications, test assurances

**Bottom Screenshot: Important Information**

- Header:** NeSys Grant, Application and Cash Management System QA - UAT
- Navigation Bar:** Home, Administration, Searches
- Left Menu:** CCS-2022-170005218-11, Forms, Cover Page, Assurances and Certifications, Important Information, **Review Grant Selections** (highlighted in red)
- Main Content:** Important Information, test important information



# Review Grant Selections

NexSys requires the completion of the Review Grant Selections page. You will ALWAYS select “Apply Now” when completing this page.

**\*NOTE\*** This does **NOT** submit the local application.

1. Make selection.
2. Select SAVE in upper-right.
3. Move to “Local Plan – Development.”

The screenshot displays the NexSys interface for the 'Review Grant Selections' page. The sidebar on the left contains a list of navigation items, with 'Local Plan - Development' highlighted. The main content area features a form titled 'Review Grant Selections' with three radio buttons: 'Do Not Apply', 'Apply Now' (selected), and 'Apply Later'. The 'Apply Now' button is circled in red. In the top right corner, a 'Save' button is also circled in red. At the bottom of the page, there are navigation buttons for '< Previous Form' and 'Next Form >'. Red numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Apply Now' button, 2 points to the 'Save' button, and 3 points to the 'Local Plan - Development' option in the sidebar.

# Local Plan - Development

When composing responses to narrative questions please ensure that all bullet points provided below questions are addressed. This will allow for a smoother review and approval process for all.

1. Fill in responses.
2. Select SAVE in upper-right.
3. Move to “Outcome Page.”

Home Administration Searches Test WDAAO New Note Save

CCS-2022-170005218-11

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Assurances and Certifications

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## Local Plan - Development

Question 1: Describe how the results of the CLNA, aligned with the needs of industry in the state, region, or local area, inform the development of activities, programs, and Program of Study?

Please address key findings in each of the following CLNA categories:

- Student Performance
- Labor Market Alignment
- Program Implementation
- Progress Toward Implementing Programs of Study
- Recruitment, Retention and Training of CTE Educators
- Progress Towards Improving Equity and Access
- Using Findings to Drive Local Applications

Enter detailed narrative response here. Note character limit. Utilize provided bullet points as a framework for responses. Perkins Postsecondary program office will review response to ensure each bullet is addressed.

217 of 3500

Question 2: Describe the CTE course offerings and activities that will be provided with Perkins funds, which must include at least one state-approved program of study.

Please ensure your response addresses the following:

< Previous Form Next Form >

# Outcome Page

Please provide DETAILED explanations of projected outcomes for each of the three (3) Core Performance Indicators (CPIs).

**DO NOT** simply state that your institution will “meet and exceed local levels of performance.”

Projected outcomes responses will be used to complete responses to actual outcomes in 2021-2022 Final Report.

The screenshot shows the NeSys Grant, Application and Cash Management System interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The left sidebar lists various sections: 'Assurances and Certifications', 'Important Information', 'Review Grant Selections', 'General Information', 'Local Plan - Development', 'Outcome Page' (highlighted), 'Budget Pages', 'Budget Summary', 'Budget Detail', 'Budget Items', 'Capital Outlay', and 'Attachments'. The main content area is titled 'Outcome Page' and contains instructions for completing the expected outcome for each Core Performance Indicator (CPI). The instructions state: 'Please complete the expected outcome for each Core Performance Indicator (CPI). Review your institution's proposed activities and provide detailed outcome projections for each CPI below to achieve and/or exceed the negotiated and approved levels of performance for your institution. 1P1 - Student Transfer or Retention and Placement: Provide a detailed narrative response that utilizes data to project expected outcomes for each of the three Core Performance Indicators (CPI). This information will be pulled forward to the final report in order for institutions to report actual outcomes and reflect on their projections compared to actual performance.' Below the instructions, there is a text input field for '320 of 2000' and a section for '2P1 - Credential, Certificate or Diploma:'. At the bottom, there are navigation buttons for '< Previous Form' and 'Next Form >'. The top right corner of the interface shows the 'QA - UAT' status and the 'MICHIGAN Department of Education' logo.

# Errors Within the Application

NexSys provides error checking in real time while completing the application. Each page has unique requirements that must be met depending on the task at hand.

In the example to the right the Attention box can be seen in the upper-right hand corner outlining errors.

An exclamation point is also present in the left-hand menu.

The screenshot displays the NexSys 'Outcome Page' interface. The top navigation bar includes the NexSys logo, the text 'Grant, Application and Cash Management System', and 'QA - UAT'. The right side of the header shows the Michigan Department of Education logo and a 'Test WDAAO' button. Below the header, a blue navigation bar contains 'Home', 'Administration', and 'Searches'. The left-hand menu lists various sections: 'CCS-2022-170005218-11', 'Assurances and Certifications', 'Important Information', 'Review Grant Selections', 'General Information', 'Local Plan - Development', 'Outcome Page' (highlighted with a red box and an exclamation point icon), 'Budget Pages', 'Budget Summary', 'Budget Detail', 'Budget Items', 'Capital Outlay', and 'Attachments'. The main content area is titled 'Outcome Page' and contains instructions for completing the expected outcome for each Core Performance Indicator (CPI). It includes a section for '1P1 - Student Transfer or Retention and Placement' and a text area for '2P1 - Credential, Certificate or Diploma:'. An 'Attention' error box in the top right corner lists three errors: 'Description of expected outcome 2P1 is required.', 'Description of expected outcome 3P1 is required.', and 'At least one option must be selected.' The bottom of the page features 'Previous Form' and 'Next Form' buttons.



# Outcome Page cont.

Be sure to select at least one of the checkboxes at the bottom of the Outcome Page to indicate what evidences will be maintained onsite by the institution to support programs and activities.

There are additional empty text boxes at the bottom of the page if a choice you would like is not pre-populated.

Save and move to next page.

Home Administration Searches

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Instructions: Please select the evidence/support documents for all completed activities. Check ALL that apply. Retain evidences for on-site monitoring. Payroll records and employee timesheets must be checked if paying salaries and benefits.

Payroll Records	Meeting agendas	Pre and post test scores
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Timesheets	Meeting minutes	Graduation rates
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Counselor Logs	Sign-in sheets	Student grades
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Registrations	Lesson plans	Student attendance records
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conference Agendas	Updated Curriculum	Enrollment records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Expenses	Student assessment results	Follow-up survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New Note Save

# Budget Summary

Prior to creating any individual budget items, the Budget Summary page will appear relatively blank.

Scroll down to complete page.

1. Fill in Business Office representative contact info and project contact info.
2. Save page
3. Select “Budget Items” menu item to begin building budget.

The screenshot displays the 'Budget Summary' page in a web application. The page is titled 'Budget Summary' and shows a 'Funding Source' section with a table for 'Function Codes' and 'Salaries', 'Benefits', 'Purchased Services', 'Supplies & Materials', 'Capital Outlay', and 'Other Expenses'. The 'Contact Information' section is highlighted with a red box and labeled '1.'. The 'Budget Items' menu item is highlighted with a red box and labeled '3.'. The 'Save' button is highlighted with a red box and labeled '2.'.

Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
170005218						

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
Indirect Costs							
Max allowed: %							

TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs							
Max allowed: %							

TOTAL	\$40,000	\$13,000	\$0	\$0	\$0	\$0	\$53,000
Administrative Cost Percent							0.00%
Total Allocation Amount (Estimated)							\$0
Carryover							\$0
Total Availability							\$0
Availability Balance							\$0

**Contact Information**

Business Office Representative: Joe Schmo, Phone: (555) 555-5555, Email: schmo@michigan.gov

Project Contact Person: Jill Schmo, Phone: (444) 444-4444, Email: schmoj@michigan.gov

< Previous Form | Next Form >

# Budget Items

Utilize pre-populated drop-down menus to complete the top portion of budget items.

Scroll down to complete budget item description, enter amounts and complete the page.

The screenshot displays the NeSys Grant, Application and Cash Management System interface. The top navigation bar includes links for Home, Administration, and Searches. The left sidebar lists various system components, with 'Budget Items' currently selected. The main content area is titled 'Budget Items' and features a 'Funding Source' section. This section contains a table with columns for Program Number, Project Number, CFDA Number, Starting Date, Ending Date, and Fiscal Year. Below the table, there are four pre-populated drop-down menus, each highlighted with a red arrow: 'Function Code/Title' (901: Pupil Support Services, Special Populations), 'Label Indicate the Core Performance Indicator (CPI)' (1P1 - Student Transfer or Retention and Placement), 'CIP Codes By Institution' (43.0103 - LAW ENFORCEMENT), and 'Activity' (Counseling and Academic Advising (Special Pops)).

QA - UAT

MICHIGAN Department of Education

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### Budget Items

#### Funding Source

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
----------------	----------------	-------------	---------------	-------------	-------------

Function Code/Title

901: Pupil Support Services, Special Populations

Label Indicate the Core Performance Indicator (CPI)

1P1 - Student Transfer or Retention and Placement

CIP Codes By Institution

43.0103 - LAW ENFORCEMENT

Activity

Counseling and Academic Advising (Special Pops)

New Note Save Add Delete

# Budget Items cont.

Enter a detailed narrative description of every budget item. If budgeting for personnel, be sure to outline how many individuals, if the position is full time, and enough information to show the position supports CTE.

FTE and Hours boxes are new this year. Only one box must be completed. Enter either Full Time Equivalency (FTE) (1, .5, .75, etc.) or hours per week spent on Perkins.

The screenshot shows a web application for budget management. On the left is a sidebar with a tree view containing items like 'CCS-2022-170005218-11', 'General Information', 'Local Plan - Development', 'Outcome Page', 'Budget Pages', 'Budget Summary', 'Budget Detail', 'Budget Items', 'Capital Outlay', 'Attachments', 'Required Attachments', 'Attachments', 'Tools', and 'Landing Page'. The 'Budget Items' item is selected. The main content area is titled 'Activity' and shows a dropdown menu with 'Counseling and Academic Advising (Special Pops)' selected. Below this is a text box for 'Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:'. The description box contains the text: 'Special pops coordinator for Law Enforcement program. Works directly with students and provides numerous services.' Below the description box are several input fields for budgeting details: 'Salaries' (with a dollar sign and '40,000'), 'Benefits' (with a dollar sign and '13,000'), 'Purchased Services' (with a dollar sign), 'Supplies & Materials' (with a dollar sign), and 'Other' (with a dollar sign). There is also a 'Total' field showing '\$0'. Below these fields are two boxes for 'FTE' and 'Hours'. The 'FTE' box contains the value '1'. At the bottom of the form is a red bar with a 'Flag' dropdown, a 'Comment' text box, and two fields for 'Previous Total' and 'Change +/-', both showing '\$0'. In the top right corner of the application, there is a navigation bar with buttons for 'New Note', 'Save', 'Add', and 'Delete'. The 'Add' button is highlighted with a red box and a red arrow pointing to it.

**\*NOTE\*** You must be in a budget item to have access to the “Add” button that allows you to open a blank budget item form. Be sure to Save each item as you go.



# Budget Items cont.

Once multiple budget items are added, clicking the “Budget Items” menu item on the left will pop out a sub-menu displaying all existing budget items. From the sub-menu each item can be clicked into as needed.

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Budget Detail View Saved Form List

Budget Items

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Required Attachments

901: Pupil Support Services, Special Populations: \$53,000.00

914: Professional Development: \$2,500.00

Budget item. Do not repeat the Function own menu or the heading(s) of the

Includes travel, meals, lodging.

with the budget item. less the item is Personnel. Personnel ts. for Capital Outlay. Enter the Total Amount (Supplies -\$4999 this purchase. (Sample Calculation: \$33000/Total Amount Expended; enter: price in the specific description above

# Capital Outlay

Selecting “Capital Outlay” from the left-hand menu opens a blank Capital Outlay item form.

917 – Instructional Equipment is the only Function Code available.

Provide a detailed description to include CIP Code. Indicate quantity and total amount.

Be sure to save each item as you go. The add button appears in the upper-right of page.

Home Administration Searches Test WDAAO

CCS-2022-170005218-11

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## Capital Outlay

Instructions: The only acceptable values for selection are Function Code "916" and Activity "Instructional Equipment".

New Note Save Add Delete

### Capital Outlay

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year

Function Code/Title

916: Instructional Equipment

Enter a description for the capital outlay item, and please include the CIP Code and the Core Performance Indicator(s)

Please enter the quantity for this capital outlay item.

Please calculate and enter the "Total Amount" expended for this purchase (Capital Outlay is \$5000 and above or \$0). (Sample Calculation: 11/Quantity x \$5900/Unit Price = \$64900/Total Amount Expended; enter: \$64900)

\$

Flag	Comment	Previous Total	Change +/-
		\$	\$

< Previous Form Next Form >

# Capital Outlay cont.

Any piece of equipment with a unit cost of \$5,000.00 or more must be added to the budget through the Capital Outlay screen

Once multiple Capital Outlay items are added, clicking the “Capital Outlay” menu item on the left will pop out a sub-menu displaying all existing Capital Outlay items. From the sub-menu each item can be clicked into as needed.

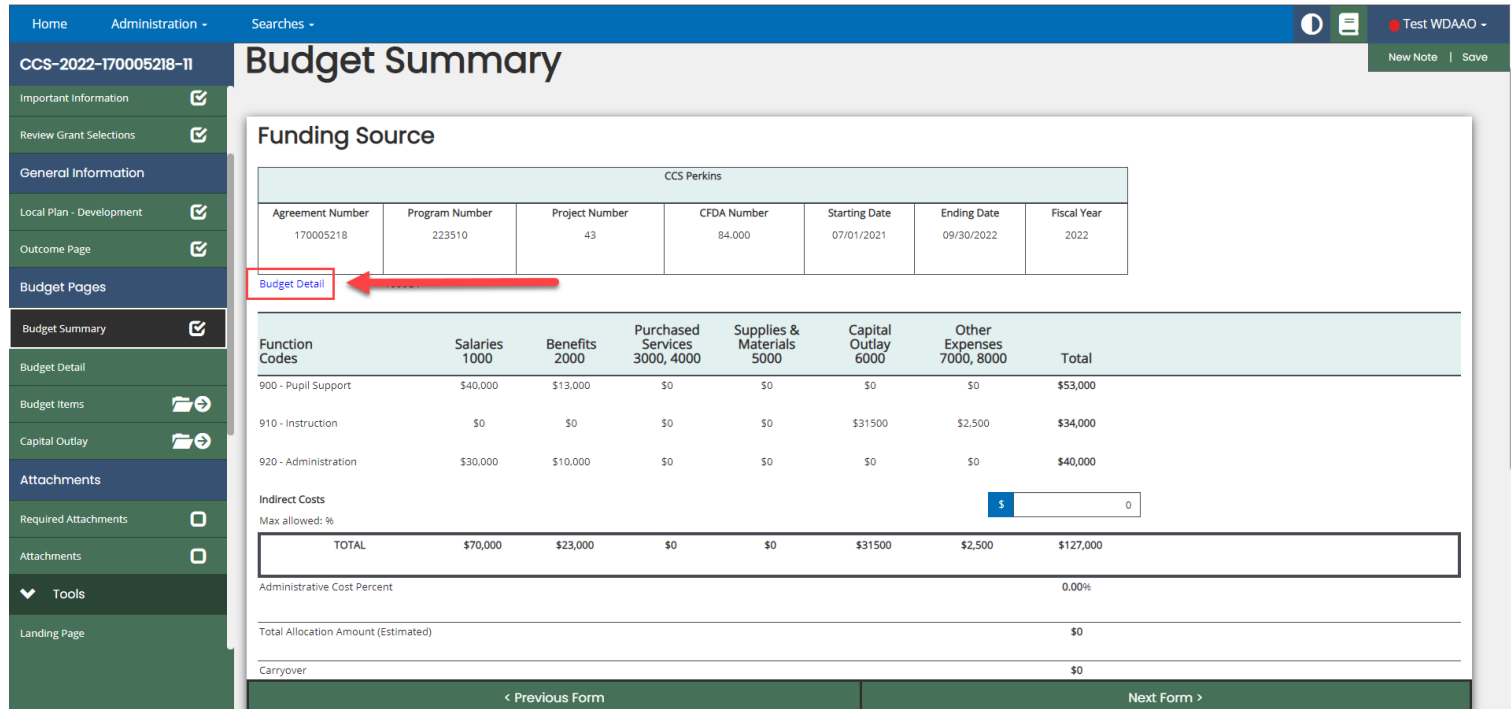
The screenshot shows a web application interface for budget management. On the left is a sidebar with a menu. The 'Capital Outlay' menu item is highlighted with a red box. A sub-menu is open, showing two items: '916: Instructional Equipment-\$25,000.00' and '916: Instructional Equipment-\$6,500.00', both with checkmark icons. The main content area shows a form for adding a new Capital Outlay item. It includes a table for 'CCS Perkins' with columns for CFDA Number, Starting Date, Ending Date, and Fiscal Year. The CFDA Number is 84,000, Starting Date is 07/01/2021, Ending Date is 09/30/2022, and Fiscal Year is 2022. There are also input fields for a description and a CIP Code.

CFDA Number	Starting Date	Ending Date	Fiscal Year
84,000	07/01/2021	09/30/2022	2022

# Budget Detail

There are multiple ways to access the Budget Detail or Budget Detail Screen.

From the Budget Summary page, you can click on the blue colored link titled “Budget Detail.”



The screenshot shows the 'Budget Summary' page in a web application. On the left sidebar, under the 'Budget Pages' section, the 'Budget Detail' link is highlighted with a red box and a red arrow. The main content area displays the 'Funding Source' section for 'CCS Perkins' with a table of funding details. Below this is a table of 'Function Codes' with columns for Salaries, Benefits, Purchased Services, Supplies & Materials, Capital Outlay, Other Expenses, and Total. The table includes rows for '900 - Pupil Support', '910 - Instruction', and '920 - Administration'. At the bottom, there are fields for 'Indirect Costs', 'Administrative Cost Percent', 'Total Allocation Amount (Estimated)', and 'Carryover'.

CCS Perkins						
Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
170005218	223510	43	84.000	07/01/2021	09/30/2022	2022

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
900 - Pupil Support	\$40,000	\$13,000	\$0	\$0	\$0	\$0	\$53,000
910 - Instruction	\$0	\$0	\$0	\$0	\$31,500	\$2,500	\$34,000
920 - Administration	\$30,000	\$10,000	\$0	\$0	\$0	\$0	\$40,000

Indirect Costs  
Max allowed: %

	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
TOTAL	\$70,000	\$23,000	\$0	\$0	\$31,500	\$2,500	\$127,000

Administrative Cost Percent: 0.00%

Total Allocation Amount (Estimated): \$0

Carryover: \$0

< Previous Form      Next Form >

# Budget Detail cont.

Selecting this link automatically downloads a pre-populated Budget Detail chart as a .docx file.

This file opens in MS Word and displays all current budget items, subtotals and totals.

Function Code	Description	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Grand Total
901	Special pops coordinator for Law Enforcement program. Works directly with students and provides numerous services.		\$40,000.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,000.00
900	Sub-Total		\$40,000.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,000.00
914	Conference fees for faculty conference. Includes travel, meals, lodging.		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
916	Training vehicle for law enforcement program. 4 cylinder automatic.		\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
916	Giant 3D printer.		\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00
910	Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$31,500.00	\$2,500.00	\$34,000.00
921	Salary for program administrator.		\$30,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00
920	Sub-Total		\$30,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00
	Indirect Costs \$								
	Grand Total		\$70,000.00	\$23,000.00	\$0.00	\$0.00	\$31,500.00	\$2,500.00	\$127,000.00

# Budget Detail cont.

You can also select the Budget Detail page from the menu on the left-hand side of the screen.

The screenshot shows a web application interface for budget management. On the left is a vertical navigation menu with the following items: Home, Administration, Searches, CCS-2022-170005218-11, Important Information, Review Grant Selections, General Information, Local Plan - Development, Outcome Page, Budget Pages, Budget Summary (highlighted with a red box and a red arrow), Budget Items, Capital Outlay, Attachments, Required Attachments, Attachments, Tools, and Landing Page. The main content area is titled 'Budget Summary' and contains a 'Funding Source' section. This section includes a table for 'CCS Perkins' with columns for Agreement Number, Program Number, Project Number, CFDA Number, Starting Date, Ending Date, and Fiscal Year. Below this is a 'Budget Detail' section with a table showing 'Function Codes' and their associated costs. The table has columns for Salaries 1000, Benefits 2000, Purchased Services 3000, 4000, Supplies & Materials 5000, Capital Outlay 6000, Other Expenses 7000, 8000, and Total. The rows include 900 - Pupil Support, 910 - Instruction, and 920 - Administration. At the bottom of the table is a 'TOTAL' row. Below the table are fields for 'Indirect Costs' (Max allowed: %), 'Administrative Cost Percent', 'Total Allocation Amount (Estimated)', and 'Carryover'. Navigation buttons '< Previous Form' and 'Next Form >' are at the bottom right.

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
900 - Pupil Support	\$40,000	\$13,000	\$0	\$0	\$0	\$0	\$53,000
910 - Instruction	\$0	\$0	\$0	\$0	\$31,500	\$2,500	\$34,000
920 - Administration	\$30,000	\$10,000	\$0	\$0	\$0	\$0	\$40,000
<b>TOTAL</b>	<b>\$70,000</b>	<b>\$23,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,500</b>	<b>\$2,500</b>	<b>\$127,000</b>

Indirect Costs  
Max allowed: %

Administrative Cost Percent 0.00%

Total Allocation Amount (Estimated) \$0

Carryover \$0

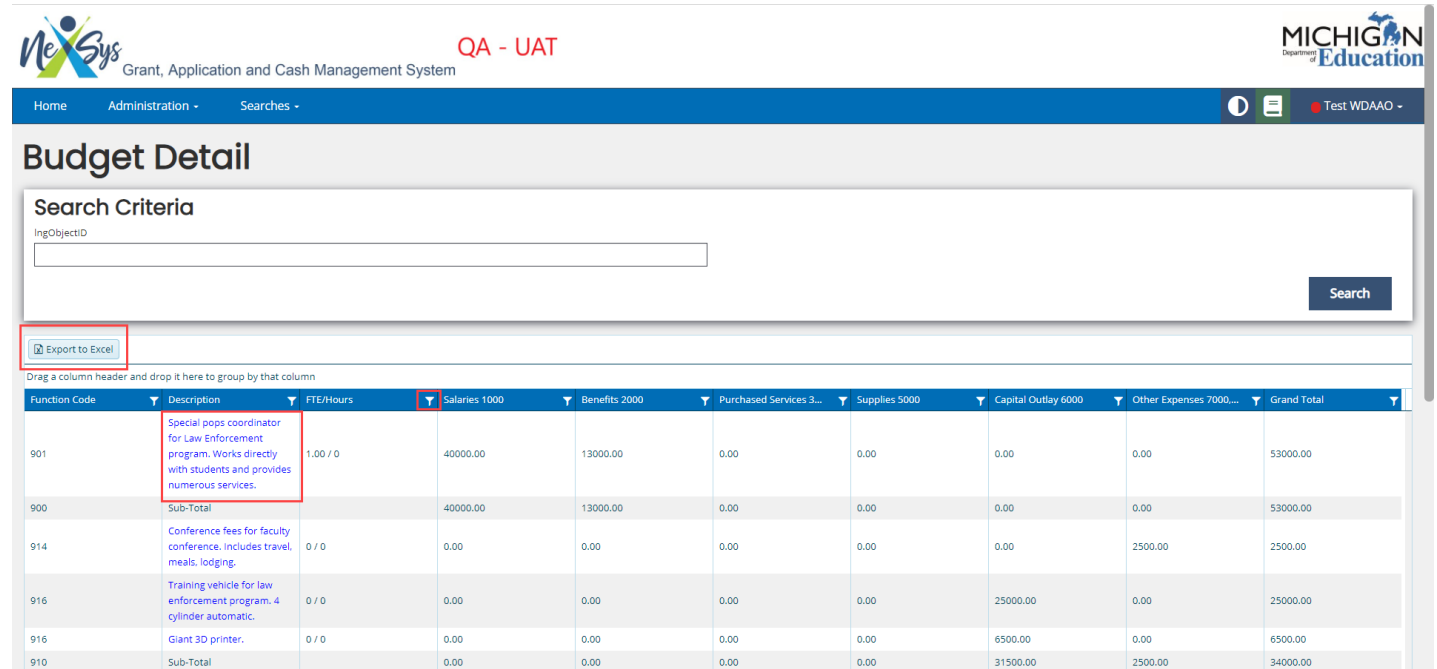
< Previous Form Next Form >



# Budget Detail cont.

Selecting the Budget Detail menu item opens a new tab in your browser and displays an interactive chart that can be sorted, filtered and exported to MS Excel.

Each budget item within the budget detail can also be selected by clicking the blue colored link under description.



NeSys Grant, Application and Cash Management System QA - UAT

MICHIGAN Department of Education

Home Administration Searches Test WDAAO

### Budget Detail

Search Criteria

IngObjectID

Search

Export to Excel

Drag a column header and drop it here to group by that column

Function Code	Description	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3...	Supplies 5000	Capital Outlay 6000	Other Expenses 7000...	Grand Total
901	<a href="#">Special pops coordinator for Law Enforcement program. Works directly with students and provides numerous services.</a>	1.00 / 0	40000.00	13000.00	0.00	0.00	0.00	0.00	53000.00
900	Sub-Total		40000.00	13000.00	0.00	0.00	0.00	0.00	53000.00
914	Conference fees for faculty conference. Includes travel, meals, lodging.	0 / 0	0.00	0.00	0.00	0.00	0.00	2500.00	2500.00
916	Training vehicle for law enforcement program. 4 cylinder automatic.	0 / 0	0.00	0.00	0.00	0.00	25000.00	0.00	25000.00
916	Giant 3D printer.	0 / 0	0.00	0.00	0.00	0.00	6500.00	0.00	6500.00
910	Sub-Total		0.00	0.00	0.00	0.00	31500.00	2500.00	34000.00

# Required Attachments

The Required Attachments page includes two documents that must be named and uploaded.

For the 2021-2022 Local Application please upload both the Capital Outlay Equipment Inventory spreadsheet as well as the most recent CLNA the institution has completed.

Select SAVE in the upper-right.

The screenshot shows the 'Required Attachments' page for the application 'CCS-2022-170005218-II'. The left sidebar contains a menu with 'Required Attachments' highlighted. The main content area has a blue header with navigation links and a 'Save' button highlighted with a red box and an arrow. Below the header, there is a 'Required Attachments' section with two forms. The first form is for the 'Capital Outlay Equipment Inventory Sheet' and the second is for the 'CLNA'. Both forms have a 'Document Source' field with a 'Select' button. The 'CLNA' form also has a 'CLNA Title' field. A note at the top of the form area states: 'NOTE: When the file is named to be uploaded, DO NOT leave any spaces, place a period between the words OR use any special characters, e.g. "/". in the document name. Attachments may be in Word, PDF, JPG, or GIF format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and is can include spaces.'

Home Administration - Searches - Test WDAAO -

CCS-2022-170005218-II

Budget Pages

Budget Summary

Budget Detail

Budget Items

Capital Outlay

Attachments

Required Attachments

Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes

2. Click the Browse button and search the document.  
3. Once selected, the path to your file will appear in the Document Source field.  
4. Click the Save button.

NOTE: When the file is named to be uploaded, DO NOT leave any spaces, place a period between the words OR use any special characters, e.g. "/". in the document name. Attachments may be in Word, PDF, JPG, or GIF format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and is can include spaces.

Required Attachments

Capital Outlay Equipment Inventory Sheet Title:

Cap outlay equipment sheet

Capital Outlay Equipment Inventory Sheet Document Source

Select

Bay College M... 34.00 KB

Please upload the college's current/revised Postsecondary Perkins Comprehensive Local Needs Assessment for Career and Technical Education Programs. If revisions are made to the existing plan, please include a revised date in the date field. Reminder, align your grant applications with the Labor and Economic Opportunity (LEO) strategic forms (include quantitative metrics/benchmarks, to ensure substantive value, and illustrate how you expect your activities to foster the LEO strategies.) See Important Information for LEO Strategic Focus located in application.

CLNA Title:

CLNA

CLNA Document Source

Select

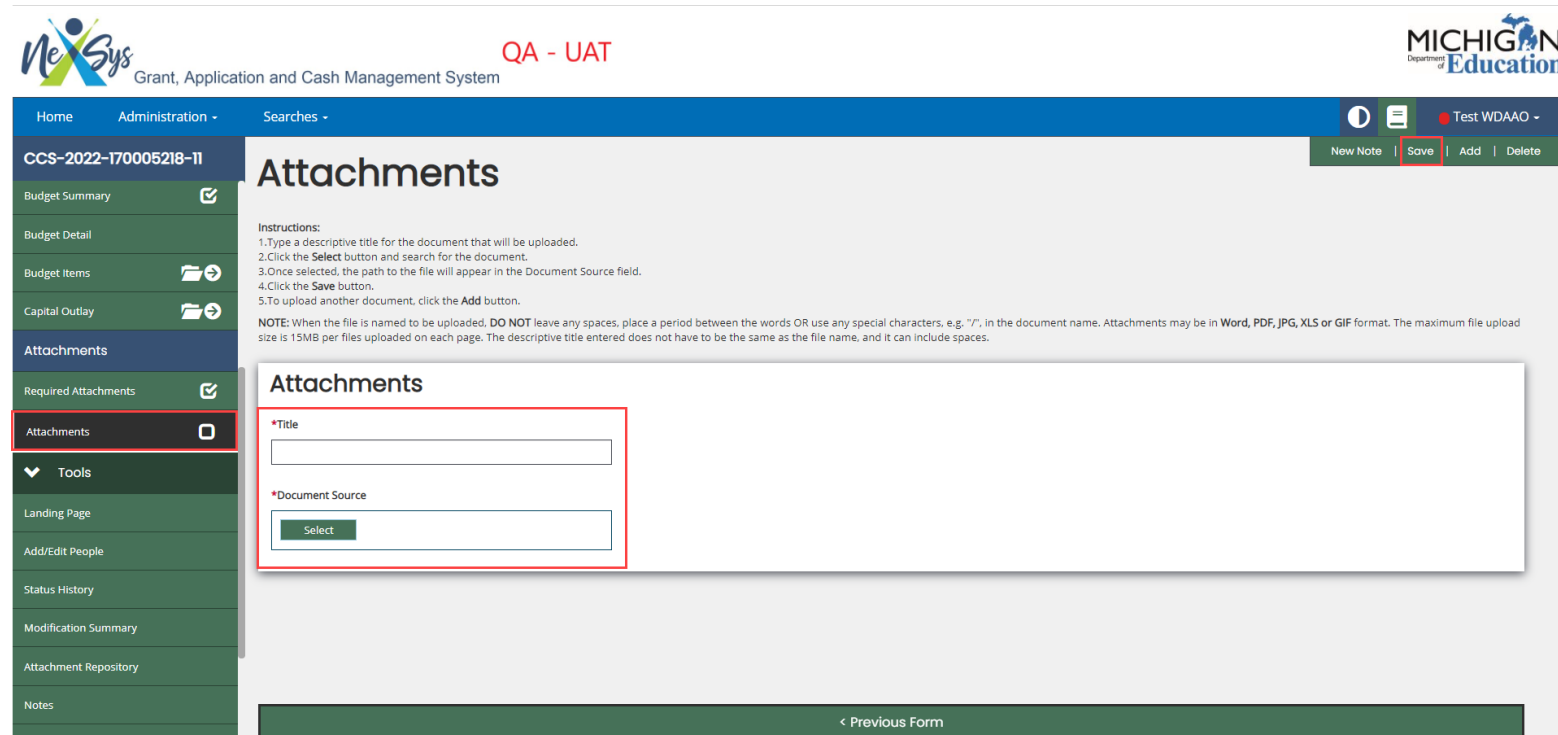
Bay College M... 12.36 KB

< Previous Form

Next Form >

# Attachments

The Attachments page can be utilized to upload additional documentation to support the application as desired by the institution. Understand that nothing additional is required.



The screenshot shows the NeXsys web application interface. The top navigation bar includes the NeXsys logo, the text "Grant, Application and Cash Management System", and a red "QA - UAT" label. The Michigan Department of Education logo is in the top right corner. A blue navigation bar contains links for Home, Administration, and Searches. Below this, a sidebar menu for "CCS-2022-170005218-11" lists various options: Budget Summary, Budget Detail, Budget Items, Capital Outlay, Attachments (highlighted with a red box), Required Attachments, and a Tools section with options like Landing Page, Add/Edit People, Status History, Modification Summary, Attachment Repository, and Notes. The main content area is titled "Attachments" and contains instructions for uploading documents, a "NOTE" about file naming, and a form with fields for "\*Title" and "\*Document Source" (with a "Select" button). A "Save" button is highlighted with a red box in the top right corner of the main content area. A "Previous Form" link is at the bottom right.

NeXsys Grant, Application and Cash Management System QA - UAT

MICHIGAN Department of Education

Home Administration Searches Test WDAAO

CCS-2022-170005218-11

Budget Summary Budget Detail Budget Items Capital Outlay Attachments Required Attachments Tools

Landing Page Add/Edit People Status History Modification Summary Attachment Repository Notes

## Attachments

Instructions:

- 1.Type a descriptive title for the document that will be uploaded.
- 2.Click the **Select** button and search for the document.
- 3.Once selected, the path to the file will appear in the Document Source field.
- 4.Click the **Save** button.
- 5.To upload another document, click the **Add** button.

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/" in the document name. Attachments may be in Word, PDF, JPG, XLS or GIF format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

**Attachments**

\*Title

\*Document Source

Select

< Previous Form

# Submit the Local Application

Available status option appear below the management tools within the menu on the left-hand side of the page.

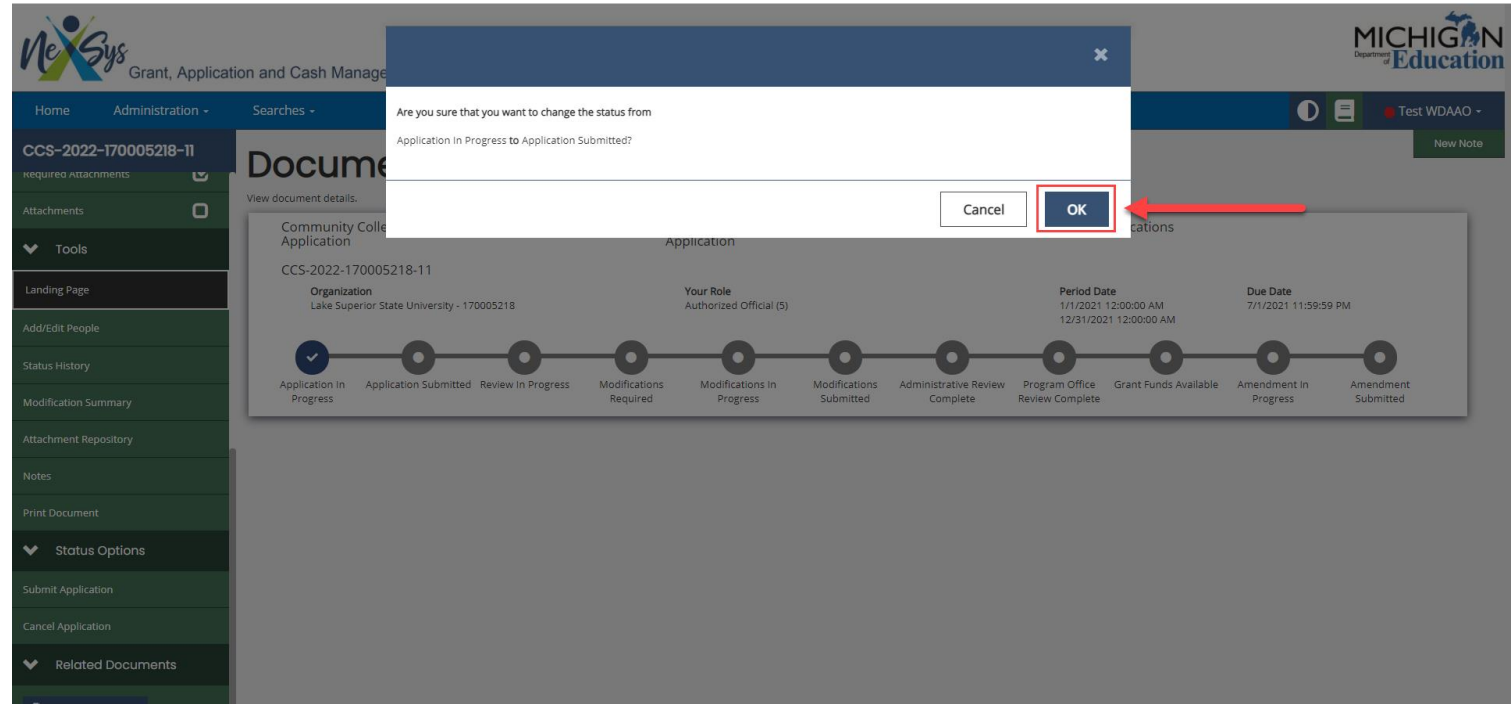
Level 5 users should see both “Submit Application” and “Cancel Application” under status options.

Select “Submit Application.”

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes the NexSys logo, the text "Grant, Application and Cash Management System", and a "QA - UAT" label. The right side of the header shows the Michigan Department of Education logo and a "Test WDAAO" button. The left sidebar menu is expanded, showing options like "Home", "Administration", "Searches", and a list of application management tools. The "Status Options" section is highlighted, and the "Submit Application" option is selected, indicated by a red arrow. The main content area, titled "Document Overview", shows details for a specific application (CCS-2022-170005218-11) and a progress bar with 11 steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The progress bar shows the current status of the application and the dates for each step.

# Submit the Local Application cont.

A confirmation message will populate, select “OK” to submit the Local Application.



# Cancel the Local Application

If for any reason the application must be cancelled, the Level 5 user has this option available to them at any time between initiation and submission.

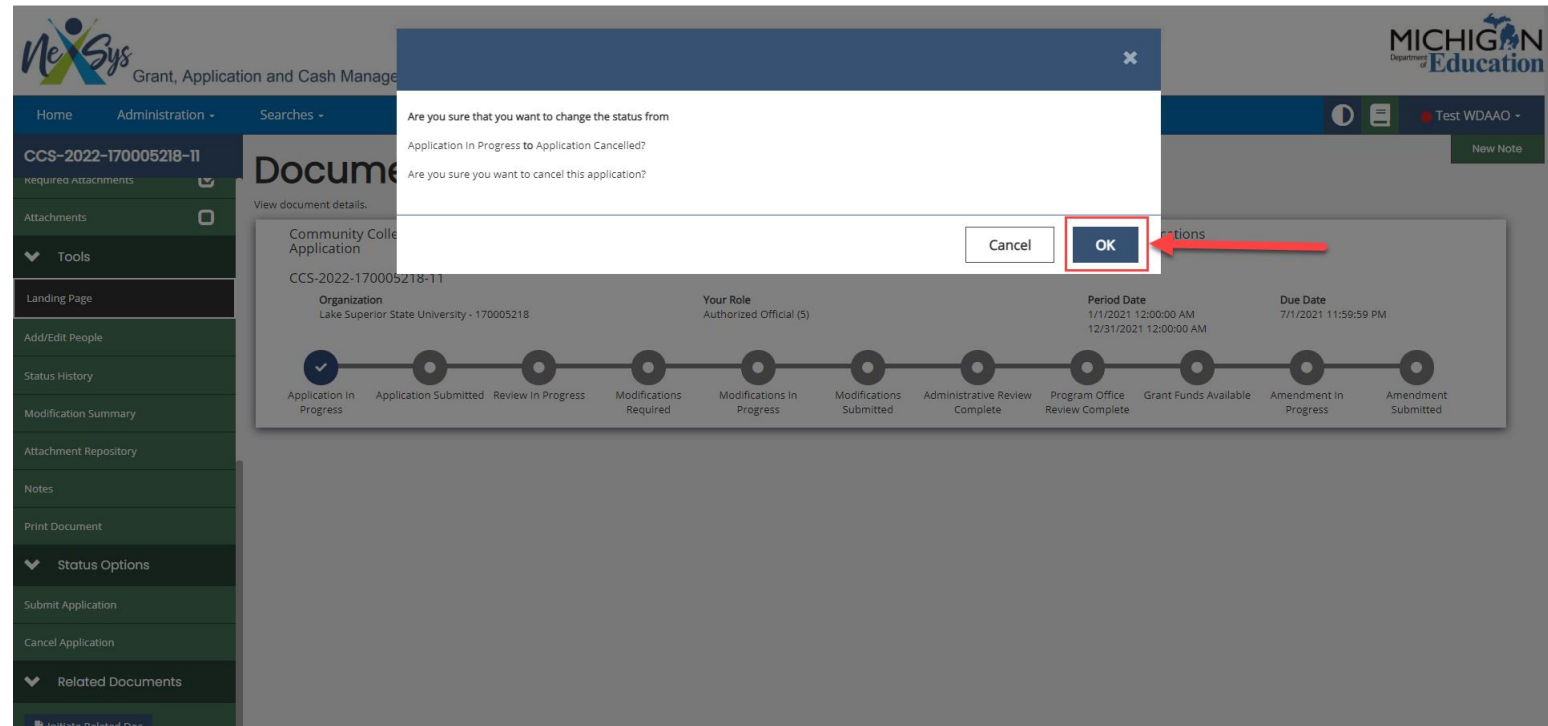
Select “Cancel Application.”

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes the NexSys logo, the text "Grant, Application and Cash Management System", and a red "QA - UAT" label. The right side of the header shows the Michigan Department of Education logo and a "Test WDAAO -" button. The main content area is titled "Document Overview" and shows a progress bar for the application "CCS-2022-170005218-11". The progress bar includes steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The left sidebar contains a list of options, with "Cancel Application" highlighted by a red box and a red arrow pointing to it. Other options in the sidebar include Home, Administration, Searches, Required Attachments, Attachments, Tools, Landing Page, Add/Edit People, Status History, Modification Summary, Attachment Repository, Notes, Print Document, Status Options, Submit Application, Cancel Application, and Related Documents.



# Cancel the Local Application cont.

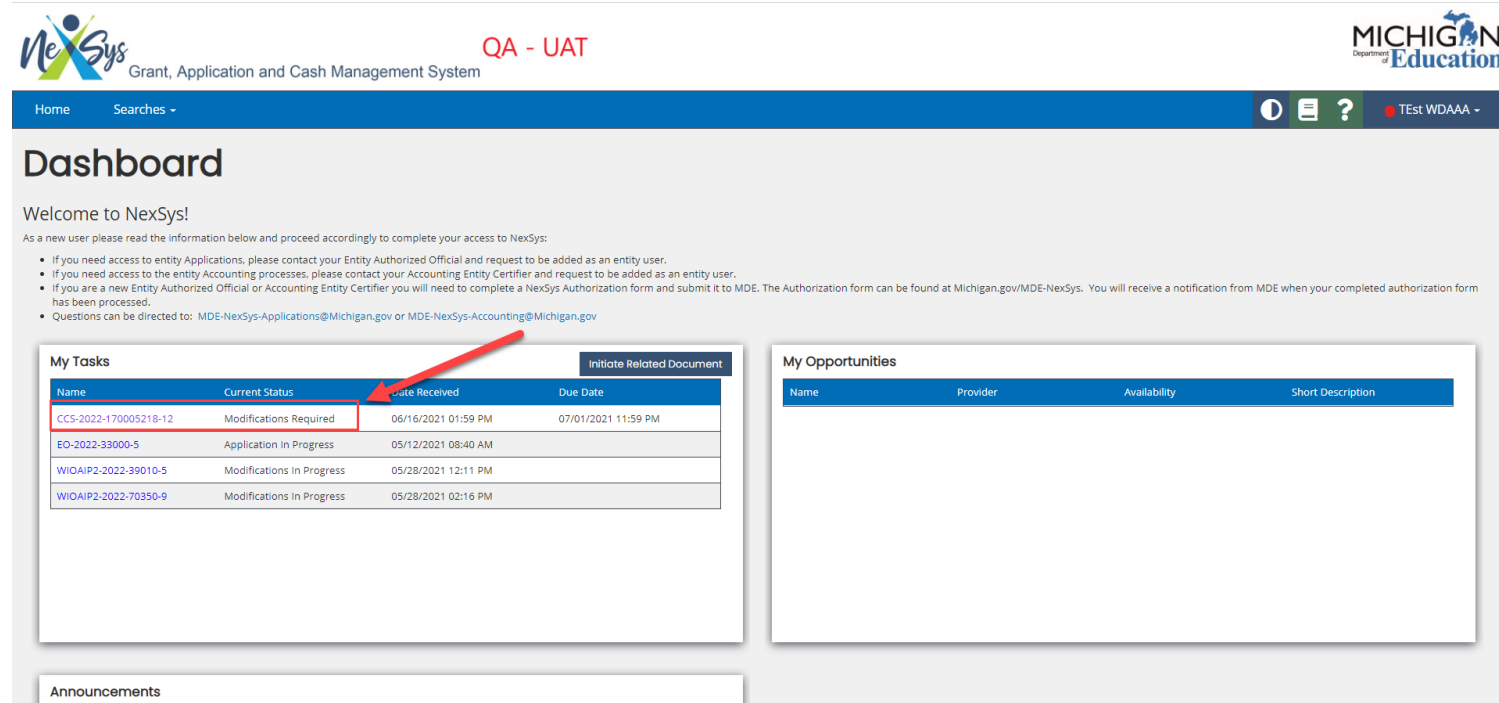
A confirmation message will populate, select “OK” to cancel the Local Application.



# Modify the Local Application

If the Perkins Postsecondary program office requires modifications to the Local Application after their initial review, please login to NexSys and locate the Application under “My Tasks.”

Select the blue colored alphanumeric link under “Name” to access the application.



The screenshot shows the NexSys dashboard for the Grant, Application and Cash Management System. The user is logged in as QA - UAT. The dashboard includes a navigation bar with Home and Searches links, and a user profile dropdown. The main content area is titled 'Dashboard' and includes a welcome message and instructions for new users. The 'My Tasks' section displays a table of applications with columns for Name, Current Status, Date Received, and Due Date. A red arrow points to the 'Name' column header. The 'My Opportunities' section is also visible on the right.

Name	Current Status	Date Received	Due Date
<a href="#">CCS-2022-170005218-12</a>	Modifications Required	06/16/2021 01:59 PM	07/01/2021 11:59 PM
<a href="#">EO-2022-33000-5</a>	Application In Progress	05/12/2021 08:40 AM	
<a href="#">WIOAIP2-2022-39010-5</a>	Modifications In Progress	05/28/2021 12:11 PM	
<a href="#">WIOAIP2-2022-70350-9</a>	Modifications In Progress	05/28/2021 02:16 PM	

# Modify the Local Application cont.

The application will open to the Document Overview page. Scroll down in the menu on the left-hand side until you see the “Status Options” available.

Select “Modify Application.”

**NexSys** Grant, Application and Cash Management System QA - UAT

**MICHIGAN** Department of Education

Home Searches - TEST WDAAA - New Note

**CCS-2022-170005218-12**

Required Attachments ☒ Attachments ☐ Tools Landing Page Add/Edit People Status History Modification Summary Attachment Repository Notes Print Document

**Status Options**

**Modify Application**

**Related Documents**

**Document Overview**

View document details.

Community College Services (CCS) Perkins / Local Application Community College Services (CCS) Perkins / Local Application NexSys Applications

CCS-2022-170005218-12

Organization Lake Superior State University - 170005218 Your Role Application Administrator (4) Period Date 1/1/2021 12:00:00 AM 12/31/2021 12:00:00 AM Due Date 7/1/2021 11:59:59 PM

Application In Progress Application Submitted Review In Progress **Modifications Required** Modifications In Progress Modifications Submitted Administrative Review Complete Program Office Review Complete Grant Funds Available Amendment In Progress Amendment Submitted

Location	Notes
<input type="checkbox"/> Local Plan - Development	Please respond to note regarding additional detail needed on response to Question #2 of Local Plan Development.
<input type="checkbox"/> Outcome Page	Please respond to note regarding additional detail needed on response to question #1 on the Outcomes Page.

# Modify the Local Application cont.

A confirmation message will populate, select “OK” to modify the Local Application.

The screenshot displays the NeSys Grant, Application and Cash Management interface. A confirmation dialog box is open, asking: "Are you sure that you want to change the status from Modifications Required to Modifications In Progress?". The dialog has "Cancel" and "OK" buttons. A red arrow points to the "OK" button. The background shows the application details for CCS-2022-170005218-12, including a progress bar with steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required (current), Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. Below the progress bar is a table with two rows: "Local Plan - Development" and "Outcome Page", each with a checkbox and a note.

Location	Notes
<input type="checkbox"/> Local Plan - Development	Please respond to note regarding additional detail needed on response to Question #2 of Local Plan Development.
<input type="checkbox"/> Outcome Page	Please respond to note regarding additional detail needed on response to question #1 on the Outcomes Page.

# Modify the Local Application cont.

The application will return to the Document Overview page.

Any required modifications will be noted on the Document Overview page beneath the application timeline. Note the Location of the required modification and the short note will direct you to the “Notes” page of the application to respond.

**NexSys** Grant, Application and Cash Management System QA - UAT

**MICHIGAN** Department of Education

Home Searches - Test WDAAA - New Note

### Document Overview

View document details.

Community College Services (CCS) Perkins / Local Application      Community College Services (CCS) Perkins / Local Application      NexSys Applications

CCS-2022-170005218-12

Organization: Lake Superior State University - 170005218      Your Role: Application Administrator (4)      Period Date: 1/1/2021 12:00:00 AM to 12/31/2021 12:00:00 AM      Due Date: 7/1/2021 11:59:59 PM

Application In Progress    Application Submitted    Review In Progress    **Modifications Required**    Modifications In Progress    Modifications Submitted    Administrative Review Complete    Program Office Review Complete    Grant Funds Available    Amendment In Progress    Amendment Submitted

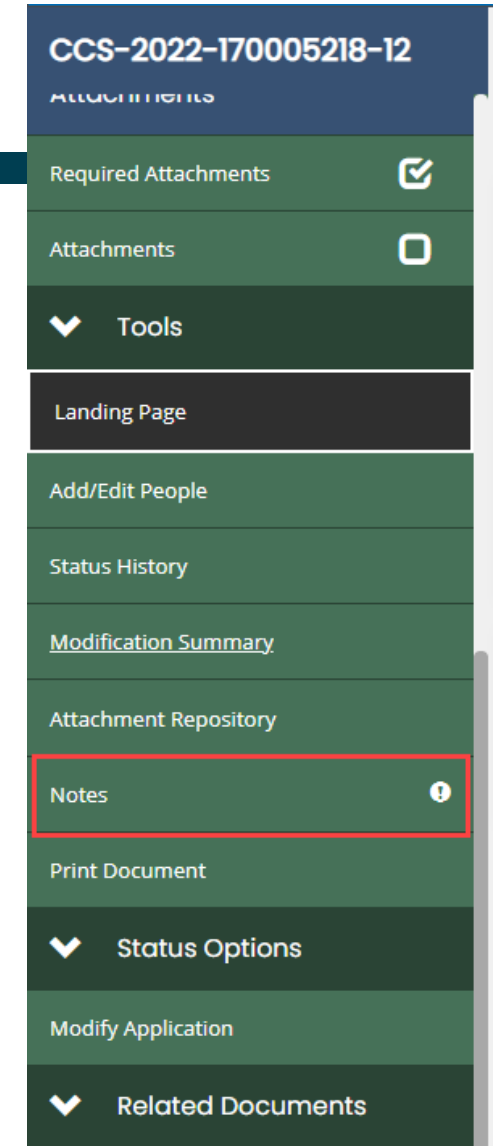
Location	Notes
<input type="checkbox"/> Local Plan - Development	Please respond to note regarding additional detail needed on response to Question #2 of Local Plan Development.
<input type="checkbox"/> Outcome Page	Please respond to note regarding additional detail needed on response to question #1 on the Outcomes Page.

# Modify the Local Application cont.

Scroll down within the menu on the left-hand side of the page until the “Notes” page is located under Tools.

An exclamation point icon will indicate the presence of new notes for the user to respond to.

Select “Notes” to open the Notes page.





# Modify the Local Application cont.

If modifications are required, new notes will be present to indicate exactly what must be added or clarified.

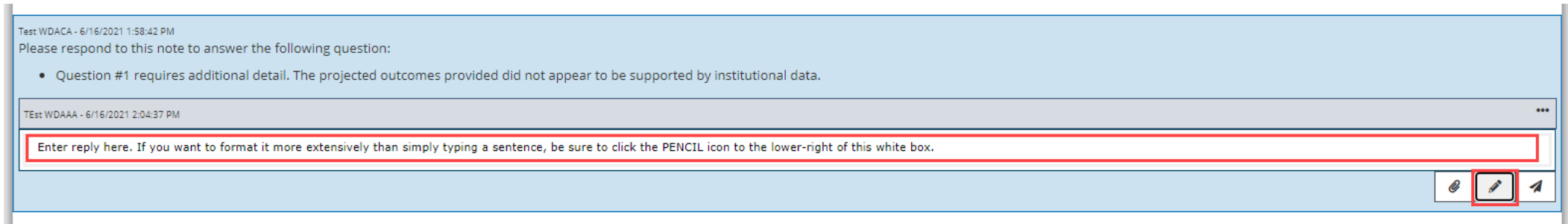
If the modification involves a narrative response, please enter said response here on the notes page directly below the prompt.

The screenshot displays the 'Notes Q' interface for application CCS-2022-170005218-12. The left sidebar contains navigation links: Home, Searches, Required Attachments, Attachments, Tools, Landing Page, Add/Edit People, Status History, Modification Summary, Attachment Repository, Notes, Print Document, Status Options, Modify Application, Related Documents, and Initiate Related Doc. The main content area shows a list of notes. Two notes are highlighted with red boxes:

- Note 1:** Test WDACA - 6/16/2021 1:58:42 PM. Prompt: Please respond to this note to answer the following question:
  - Question #1 requires additional detail. The projected outcomes provided did not appear to be supported by institutional data.
- Note 2:** Test WDACA - 6/16/2021 1:56:34 PM. Prompt: Please respond to this note to answer the following question:
  - In regard to Question #2 on the Local Plan Development page, please provide additional details surrounding proposed programs of study at your institution. The original response did not address regional need for this program or illustrate how Perkins funding will support the development and implementation of this program.

Each note has a text input field and icons for edit, delete, and share.

# Modify the Local Application cont.



The screenshot shows a web application interface with a light blue background. At the top, there is a header bar with the text "Test WDACA - 6/16/2021 1:58:42 PM" and "Please respond to this note to answer the following question:". Below this, a list item states: "• Question #1 requires additional detail. The projected outcomes provided did not appear to be supported by institutional data." A second header bar shows "TEst WDAAA - 6/16/2021 2:04:37 PM" and a red-outlined text input field containing the placeholder text: "Enter reply here. If you want to format it more extensively than simply typing a sentence, be sure to click the PENCIL icon to the lower-right of this white box." To the right of the input field is a toolbar with three icons: a paperclip, a pencil (highlighted with a red box), and a paper airplane.

The white box immediately below the prompt can be clicked into and text can be entered.

Select the Pencil icon below and to the right to toggle the full text editor to allow for more robust formatting.

# Modify the Local Application cont.

Test WDACA - 6/16/2021 1:58:42 PM

Please respond to this note to answer the following question:

- Question #1 requires additional detail. The projected outcomes provided did not appear to be supported by institutional data.

Test WDAAA - 6/16/2021 2:04:37 PM

Paragraph ▼ B I U </> ☰ ☷

Enter reply here. If you want to format it more extensively than simply typing a sentence, be sure to click the PENCIL icon to the lower-right of this white box.

Once you hit the PENCIL icon you can do things like press enter, underline, bold, italics, bullets, and numbering.

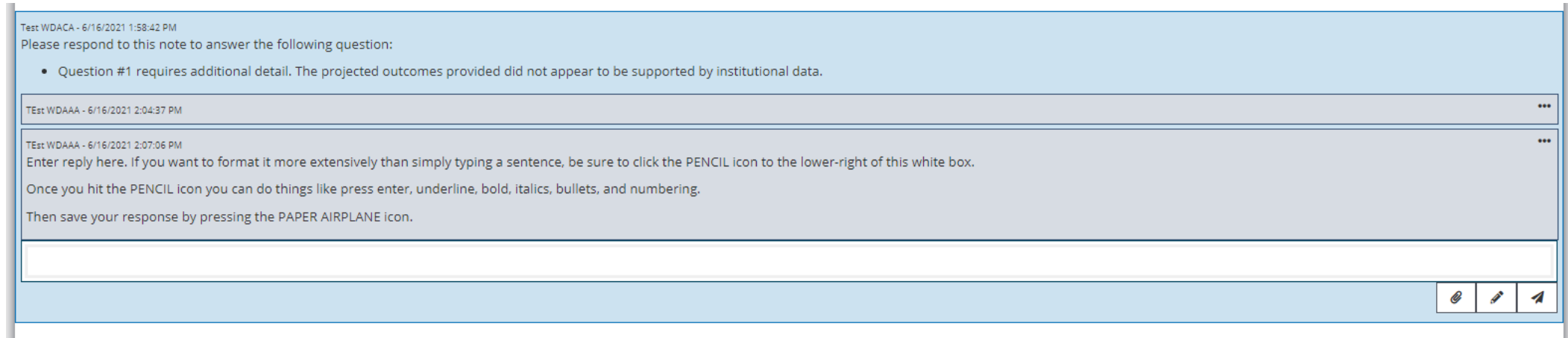
Then save your response by pressing the PAPER AIRPLANE icon.

🔗 ✎ 📩

When the full text editor is toggled, you can format the narrative response however is desired. Bullets and numbering are even available.

Select the paper airplane icon to save and submit the response.

# Modify the Local Application cont.






The screenshot displays a web application interface with a light blue header and a white content area. At the top, a note from 'Test WDACA - 6/16/2021 1:58:42 PM' is shown, asking the user to respond to a question about projected outcomes. Below this, a second note from 'Test WDAAA - 6/16/2021 2:04:37 PM' is visible, followed by a larger text input area for a response. The input area contains instructions on how to use the 'PENCIL' icon for formatting and the 'PAPER AIRPLANE' icon for saving. At the bottom right of the input area, there are three icons: a pencil, a paper airplane, and a trash can.

Test WDACA - 6/16/2021 1:58:42 PM  
Please respond to this note to answer the following question:

- Question #1 requires additional detail. The projected outcomes provided did not appear to be supported by institutional data.

Test WDAAA - 6/16/2021 2:04:37 PM

Test WDAAA - 6/16/2021 2:07:06 PM  
Enter reply here. If you want to format it more extensively than simply typing a sentence, be sure to click the PENCIL icon to the lower-right of this white box.  
Once you hit the PENCIL icon you can do things like press enter, underline, bold, italics, bullets, and numbering.  
Then save your response by pressing the PAPER AIRPLANE icon.

The saved and submitted response will immediately populate within the note.  
There is no further action required for this prompt.

If additional prompts are present repeat this process. If modifications are required within the budget, make those modifications to the budget items indicated.

# Submit Modifications to the Local Application

Modification notifications found on the Document Overview page can be checked off as a visual checklist as individuals complete them.

Once all requested modifications are addressed, select “Submit Modifications” from the Status Options menu on the left-hand side.

**NexSys** Grant, Application and Cash Management System QA - UAT MICHIGAN Department of Education

Home Administration Searches Test WDAAO New Note

### Document Overview

View document details.

Community College Services (CCS) Perkins / Local Application    Community College Services (CCS) Perkins / Local Application    NexSys Applications

CCS-2022-170005218-12

Organization: Lake Superior State University - 170005218    Your Role: Authorized Official (5)    Period Date: 1/1/2021 12:00:00 AM - 12/31/2021 12:00:00 AM    Due Date: 7/1/2021 11:59:59 PM

Application In Progress    Application Submitted    Review In Progress    Modifications Required    Modifications In Progress    Modifications Submitted    Administrative Review Complete    Program Office Review Complete    Grant Funds Available    Amendment In Progress    Amendment Submitted

Location	Notes
<input checked="" type="checkbox"/> Local Plan - Development	Please respond to note regarding additional detail needed on response to Question #2 of Local Plan Development.
<input checked="" type="checkbox"/> Outcome Page	Please respond to note regarding additional detail needed on response to question #1 on the Outcomes Page.

**Submit Modifications**

# Submit Modifications to the Local Application

A confirmation message will populate, select “OK” to submit the modifications to the Local Application.

This will allow the application to flow back to the Perkins Postsecondary program office in order to complete their review and subsequently make grant funds available.

The screenshot displays the NeSys Grant, Application and Cash Management interface. A confirmation dialog box is open, asking: "Are you sure that you want to change the status from Modifications In Progress to Modifications Submitted?". The dialog includes a "Cancel" button and an "OK" button, which is highlighted with a red box and a red arrow. Below the dialog, a progress bar shows the application status: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. A table below the progress bar lists the locations and notes for the application.

Location	Notes
Local Plan - Development	Please respond to note regarding additional detail needed on response to Question #2 of Local Plan Development.
Outcome Page	Please respond to note regarding additional detail needed on response to question #1 on the Outcomes Page.

# Amending the Local Application

After the Local Application has been reviewed and approved and grant funds have been made available it is common to see institutions amend the approved application.

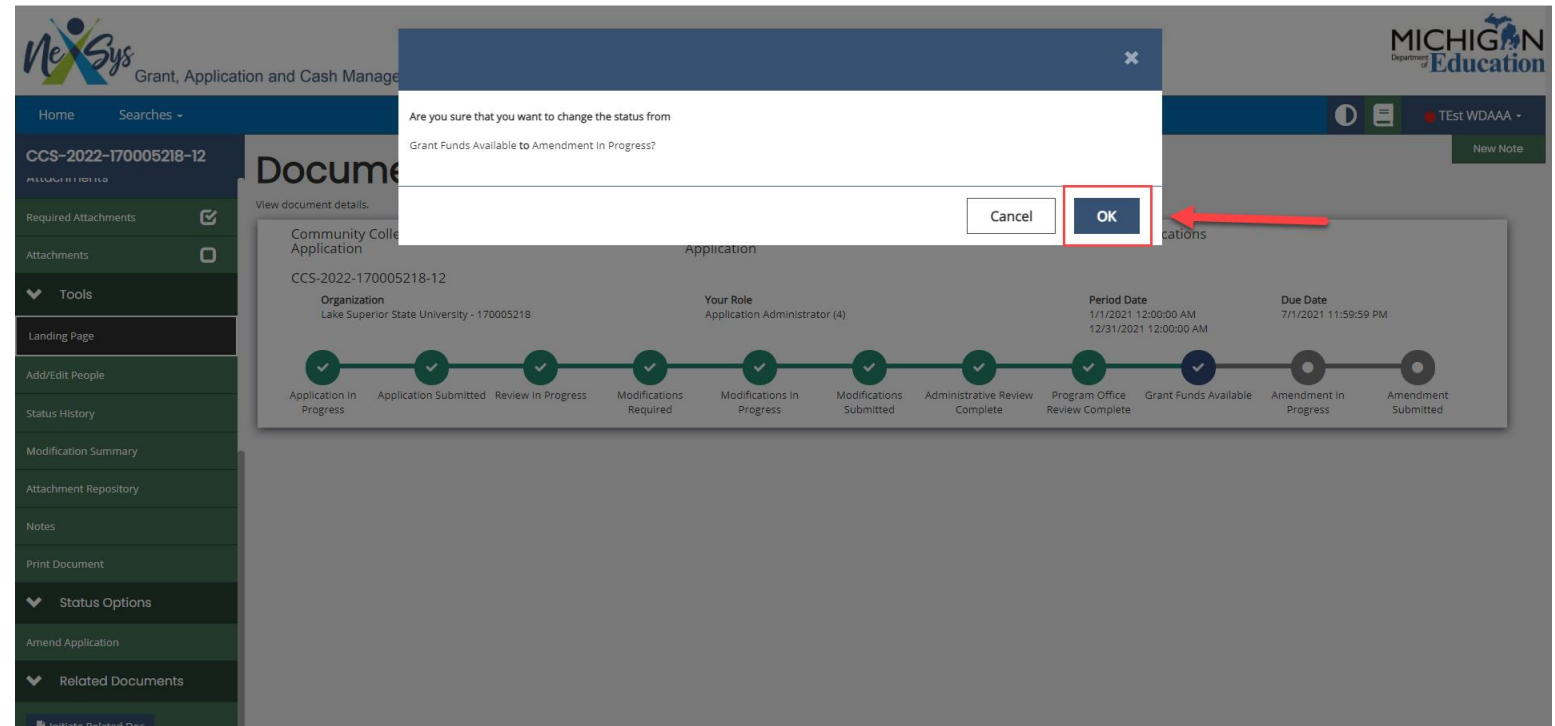
To initiate an amendment, login to NexSys, utilize the search function to locate and enter the application, scroll down to Status Options, select “Amend Application.”

The screenshot displays the NexSys web application interface. The top navigation bar includes the NexSys logo, the text "Grant, Application and Cash Management System", and a "QA - UAT" status indicator. The right side of the header shows the Michigan Department of Education logo and a "Test WDAAA" button. The left sidebar contains a list of navigation options: Home, Searches, CCS-2022-170005218-12, Required Attachments, Attachments, Tools, Landing Page, Add/Edit People, Status History, Modification Summary, Attachment Repository, Notes, Print Document, Status Options, Amend Application (highlighted with a red box and a red arrow), and Related Documents. The main content area is titled "Document Overview" and shows details for the application CCS-2022-170005218-12, including the organization (Lake Superior State University), the user's role (Application Administrator), and the period date. A progress bar at the bottom of the document overview shows the status of various steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted.



# Amending the Local Application cont.

A confirmation message will populate, select “OK” to initiate and amendment to the Local Application.



# Amending the Local Application cont.

Once the desired amendments have been entered be sure to navigate to the “Amendment Justification” page to enter a narrative explanation of the executed amendments.

**NexSys** Grant, Application and Cash Management System QA - UAT

MICHIGAN Department of Education

Home Searches - TEST WDAAA - New Note

**CCS-2022-170005218-12**

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Amendment Justification**
- Review Grant Selections

General Information

- Local Plan - Development
- Outcome Page

Budget Pages

- Budget Summary
- Budget Detail
- Budget Items
- Capital Outlay

### Document Overview

View document details.

Community College Services (CCS) Perkins / Local Application      Community College Services (CCS) Perkins / Local Application      NexSys Applications

CCS-2022-170005218-12

Organization: Lake Superior State University - 170005218      Your Role: Application Administrator (4)      Period Date: 1/1/2021 12:00:00 AM to 12/31/2021 12:00:00 AM      Due Date: 7/1/2021 11:59:59 PM

Application In Progress    Application Submitted    Review In Progress    Modifications Required    Modifications In Progress    Modifications Submitted    Administrative Review Complete    Program Office Review Complete    Grant Funds Available    Amendment In Progress    Amendment Submitted

Location	Notes
<input checked="" type="checkbox"/> Local Plan - Development	Please respond to note regarding additional detail needed on response to Question #2 of Local Plan Development.
<input checked="" type="checkbox"/> Outcome Page	Please respond to note regarding additional detail needed on response to question #1 on the Outcomes Page.

# Amending the Local Application cont.

1. Enter a narrative explanation of the executed amendments.
2. Select “SAVE” in the upper-right hand corner to save the response.

The screenshot shows a web application interface for 'Amendment Justification'. On the left is a sidebar with a menu containing items like 'Home', 'Searches', 'CCS-2022-170005218-12', 'Attachments', 'Required Attachments', 'Tools', 'Landing Page', 'Add/Edit People', 'Status History', 'Modification Summary', 'Attachment Repository', 'Notes', 'Print Document', 'Status Options', 'Amendment Cancelled', 'Related Documents', and 'Initiate Related Doc'. The main content area is titled 'Amendment Justification' and contains a text box with the placeholder 'Here is my amendment justification.' and a 'Save' button in the top right corner. Red annotations '1.' and '2.' are present: '1.' points to the text box, and '2.' points to the 'Save' button. At the bottom of the form are navigation buttons: '< Previous Form' and 'Next Form >'. The top right of the page shows a user profile 'Test WDAAA' and a 'New Note' button.

# Submit Amendments to the Local Application

Scroll down within the menu on the left-hand side of the page to the available status options.

Select the “Submit Amendment” option.

**NexSys** Grant, Application and Cash Management System QA - UAT

Home Administration Searches Test WDAAO New Note

### Document Overview

View document details.

Community College Services (CCS) Perkins / Local Application    Community College Services (CCS) Perkins / Local Application    NexSys Applications

CCS-2022-170005218-12

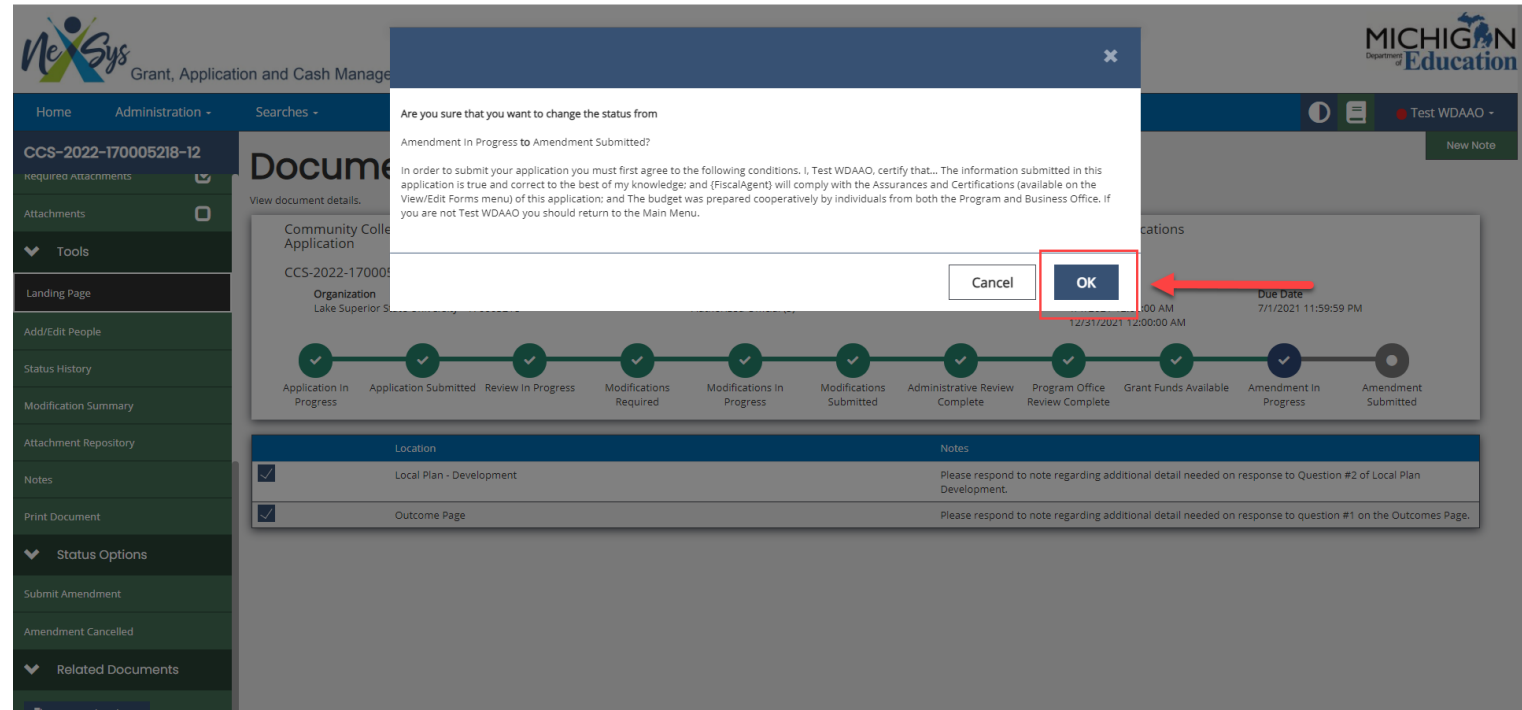
Organization: Lake Superior State University - 170005218    Your Role: Authorized Official (5)    Period Date: 1/1/2021 12:00:00 AM to 12/31/2021 12:00:00 AM    Due Date: 7/1/2021 11:59:59 PM

Application In Progress    Application Submitted    Review In Progress    Modifications Required    Modifications In Progress    Modifications Submitted    Administrative Review Complete    Program Office Review Complete    Grant Funds Available    Amendment In Progress    Amendment Submitted

Location	Notes
<input checked="" type="checkbox"/> Local Plan - Development	Please respond to note regarding additional detail needed on response to Question #2 of Local Plan Development.
<input checked="" type="checkbox"/> Outcome Page	Please respond to note regarding additional detail needed on response to question #1 on the Outcomes Page.

# Amending the Local Application cont.

A confirmation message will populate, select “OK” to submit the amendment to the Local Application.



# Document Add/Edit People

Within the Tools menu along the left-hand side of the page users are able to review and assign local users to the application as needed.

Select “Add/Edit People.”

Select the “+” symbol on the right-hand side to add a user to the application.

**NexSys** Grant, Application and Cash Management System QA - UAT MICHIGAN Department of Education

Home Administration Searches Test WDAAO New Note

## Document Add/Edit People

Add or Edit people assigned to the document.

Community College Services (CCS) Perkins / Local Application    Community College Services (CCS) Perkins / Local Application    NexSys Applications

CCS-2022-170005218-11

Organization: Lake Superior State University - 170005218    Your Role: Authorized Official (5)    Period Date: 1/1/2021 12:00:00 AM to 12/31/2021 12:00:00 AM    Due Date: 7/1/2021 11:59:59 PM

Application In Progress    Application Submitted    Review In Progress    Modifications Required    Modifications In Progress    Modifications Submitted    Administrative Review Complete    Program Office Review Complete    Grant Funds Available    Amendment In Progress    Amendment Submitted

### People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	Notes
AO, test	123 EDUCATE CHILD CARE CENTER, Alpena Community College, Bath Community Schools, Battle Creek Public Schools, Bay Arenac Skill Center, Berrien RESA, Charlevoix-Emmet ISD, Clinton County RESA, Eastern Michigan University, Eastern Upper Peninsula ISD, Flint Cultural Center Academy, Frankfort Elementary School, Gogebic-Ontonagon ISD, Grand Rapids Public Schools, Hartford Public Schools, Holt Public Schools, Ingham	Authorized Official (5)	06/16/21 -	Grant System	

# Document Add/Edit People cont.

Select the desired user from the drop-down menu.

Select the user's role within the application. Level 5 users can assign any other non level 5 user assigned to the agency.

Add an Active Date for the user.


Select "SAVE."

Person	Role	Active Date	Inactive Date	Agency
Cox, Juliana L.	Lake Superior State University	06/16/21	-	Grant System
Newland, Erica	Lake Superior State University	06/16/21	-	Grant System
WDAAA, Test	Bay de Noc Community College, Henry Ford College, Ingham ISD, Kalamazoo Public Schools, Kalamazoo Valley Community College, Lake Superior State University, Macomb Community College, NexSys New User Registration, Zeeland Public Schools	06/16/21	-	Andrew DeYoung
WDAAO, Test	Bay de Noc Community College, Bay-Arenac ISD, Charlotte Public Schools, Eastern Michigan University, Henry Ford College, Holt Public Schools, Holt Public Schools, Kalamazoo Public Schools, Kalamazoo Valley	06/16/21	-	Grant System


# Status History

To view the status history of the application, select the “Status History” page from the menu on the left-hand side of the page under Tools.

This page is purely informational.



QA - UAT



Grant, Application and Cash Management System

Home

Administration -

Searches -

Test WDAAO -

New Note

CCS-2022-170005218-11

Attachments

Required Attachments

Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes

Print Document

Status Options

Submit Application

Cancel Application

Document Status History

View or export document status history.

Community College Services (CCS) Perkins / Local Application

Community College Services (CCS) Perkins / Local Application

NexSys Applications

CCS-2022-170005218-11

Organization  
Lake Superior State University - 170005218

Your Role  
Authorized Official (5)

Period Date  
1/1/2021 12:00:00 AM  
12/31/2021 12:00:00 AM

Due Date  
7/1/2021 11:59:59 PM

Application in Progress

Application Submitted

Review in Progress

Modifications Required

Modifications in Progress

Modifications Submitted

Administrative Review Complete

Program Office Review Complete

Grant Funds Available

Amendment in Progress

Amendment Submitted

Document Status History

Status	Date/Time	Person	Notes
Application in Progress	6/16/2021 9:35:06 AM	Test WDAAO	

<

1

>



# Modification Summary

To view the Modification Summary of the application, select the “Modification Summary” page from the menu on the left-hand side of the page under Tools.

By selecting previous versions from the first drop-down, users can compare current or another previous version to each other.

The screenshot shows the 'Document Modification Summary' page. The left sidebar contains a menu with 'Tools' expanded, showing 'Modification Summary' highlighted. The main content area displays a timeline of the application process for 'Community College Services (CCS) Perkins / Local Application'. The timeline includes steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. Below the timeline, there are two version selection dropdowns: 'Version A' (set to '1/1/0001 12:00:00 AM') and 'Version B' (set to 'Current'). A table titled 'Cover Page' compares the two versions, showing field names, values for Version A, values for Version B, and a difference column.

Field Name	Version A - 1/1/0001 12:00:00 AM	Version B - Current	Difference (if numerical)
Applicant Name		Lake Superior State University - 170005218	
Applicant Address		650 WEST EASTERDAY AVE	
Applicant City		SAULT SAINT MARIE	
Applicant Zip		497831626	
County		Chippewa County	
Contact Name		Juliana L Cox	

# Attachment Repository

Select the “Attachment Repository” page from the menu on the left-hand side of the page under Tools to view any attachments that have been uploaded to the Local Application.

Uploads can be opened from this page by selecting the blue colored link or can be compressed/zipped for saving together.

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The left sidebar menu shows 'Tools' expanded, with 'Attachment Repository' highlighted. The main content area is titled 'Document Attachments' and shows a progress bar for 'Community College Services (CCS) Perkins / Local Application'. Below the progress bar, the 'Attachments' section contains a table with two rows of attachments. The first row is 'Required Attachments' with a blue link 'Bay College-FY2020\_FINALEquipUPDATED11\_9\_20\_CHECKED\_MATCH.xls' and a 'Zip' checkbox. The second row is 'Required Attachments' with a blue link 'Bay College MEGS Final Report\_CHECKED\_MATCH.xlsx' and a 'Zip' checkbox. The 'Zip' checkboxes are highlighted with red boxes.

Form Name	Attachment Link	Zip
Required Attachments	<a href="#">Bay College-FY2020_FINALEquipUPDATED11_9_20_CHECKED_MATCH.xls</a>	<input type="checkbox"/>
Required Attachments	<a href="#">Bay College MEGS Final Report_CHECKED_MATCH.xlsx</a>	<input type="checkbox"/>

# Notes

Select the “Notes” page from the menu on the left-hand side of the page under Tools to view any notes that have been entered into the Local Application.

Notes can be read, edited, added and saved from the Notes page.

Home Administration Searches Test WDAAO - New Note

CCS-2022-170005218-II

required attachments

Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes

Print Document

Status Options

Submit Application

Cancel Application

Related Documents

Initiate Related Doc

Go to the top  
Copyright 2021 State of Michigan

Policies

## Notes Q

Instructions go here

Test WDAAO - 6/16/2021 1:34:42 PM  
You can also type in this text box here within the notes page.

Test WDAAO - 6/16/2021 1:35:05 PM  
The you can reply to notes here below the original note. Just like this!

Test WDAAO - 6/16/2021 1:33:49 PM  
Type anything you would like in this box to save a note in your application.

- you can even
- do bullets

1. or numbers!

2. if you really want to!

You can even attach files to notes.

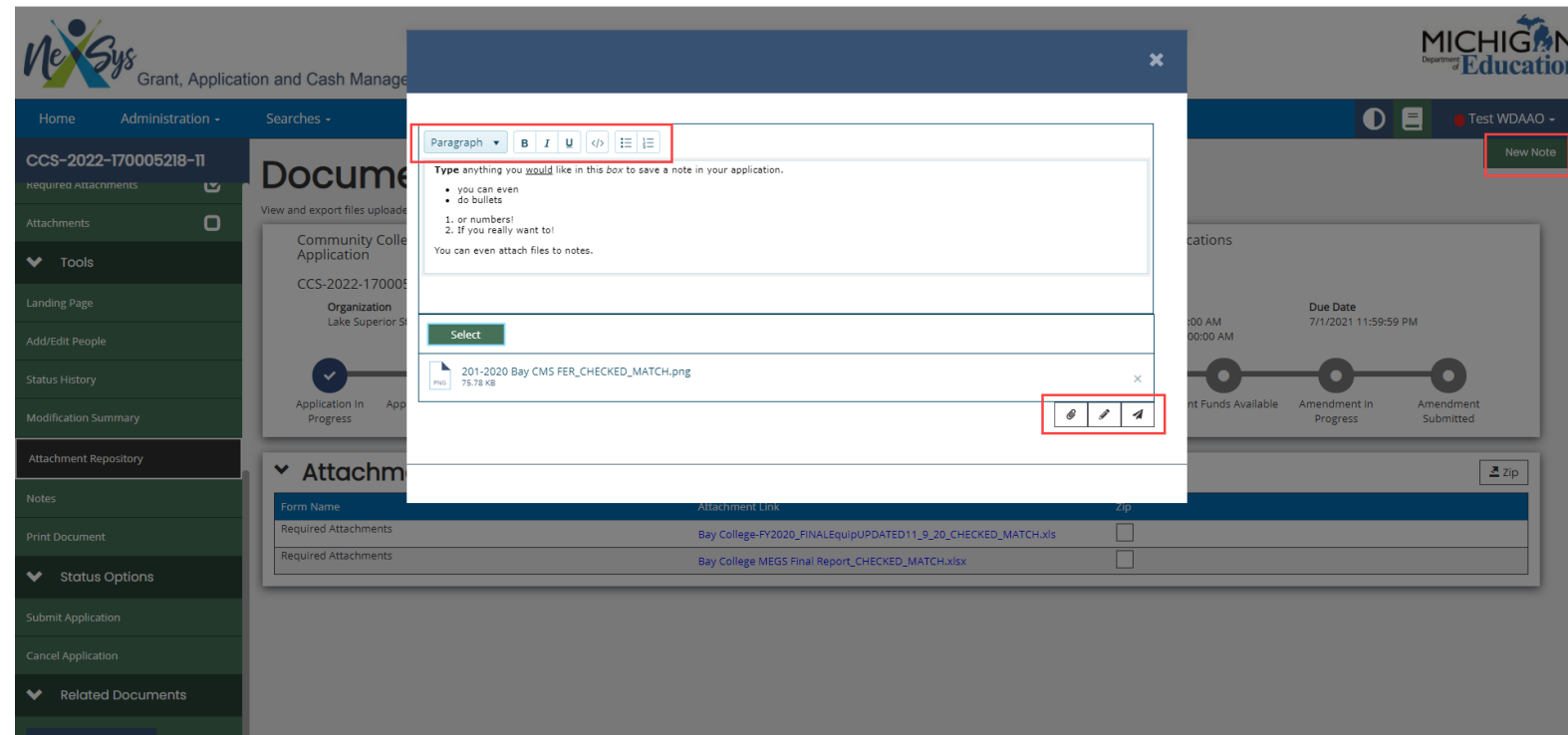
201-2020 Bay CMS  
FER\_CHECKED\_MATCH.png

# Notes cont.

Notes can also be added from any page within the application by selecting the “New Note” button found in the upper-right hand corner of any page.

A pop-up window will appear with a full text editor to create and save new notes.

User can also attach documents to individual notes as desired.

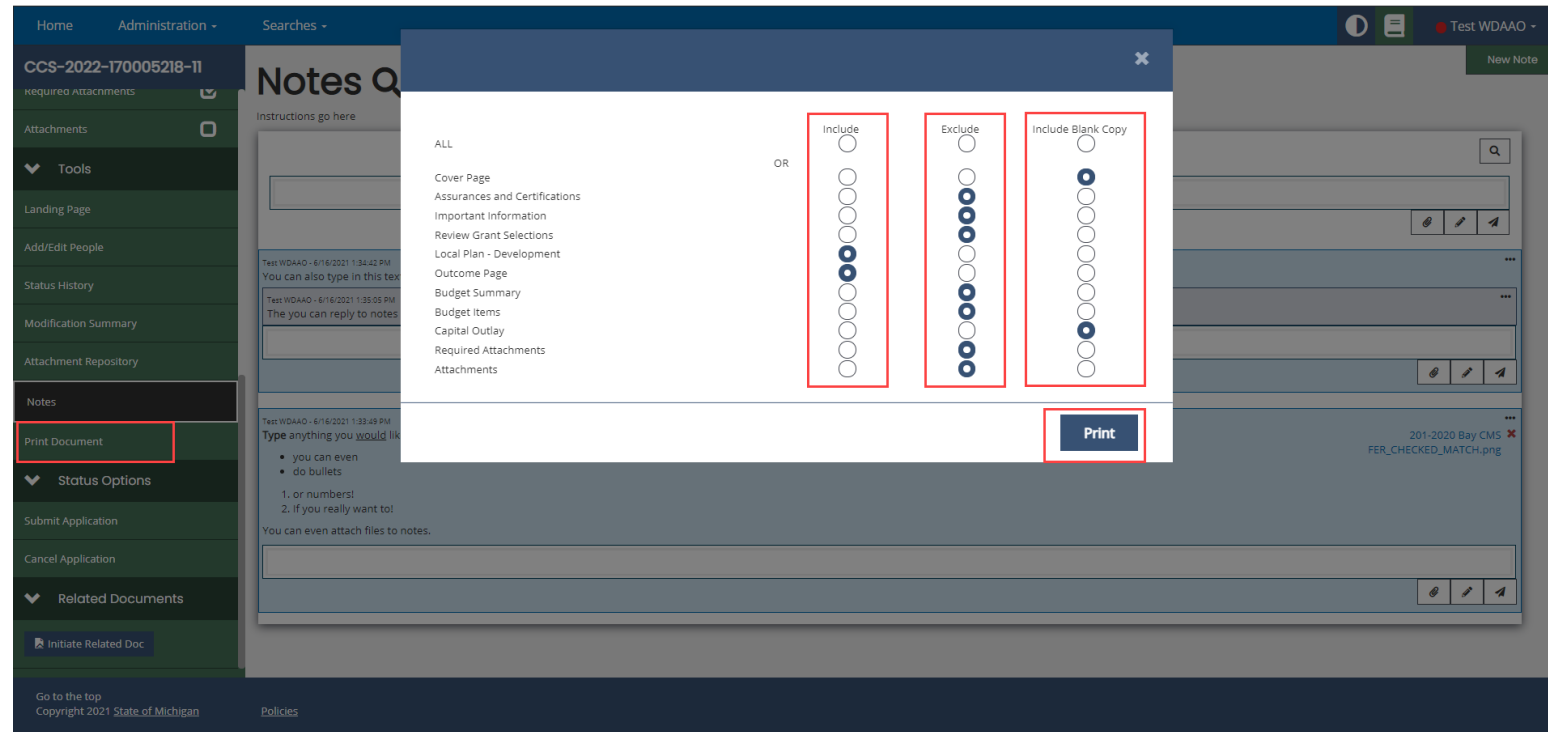


# Print Document

Select “Print Document” from the Tools menu to open a pop-up window that allows user to select or deselect individual sections of the application to print.

The top-most row of radial buttons allows for all pages within that column to be selected

Select “Print” to download the selected pages.



# User Profile

Once initiated, the Local Application will open to the Document Overview page, AKA the Landing Page.

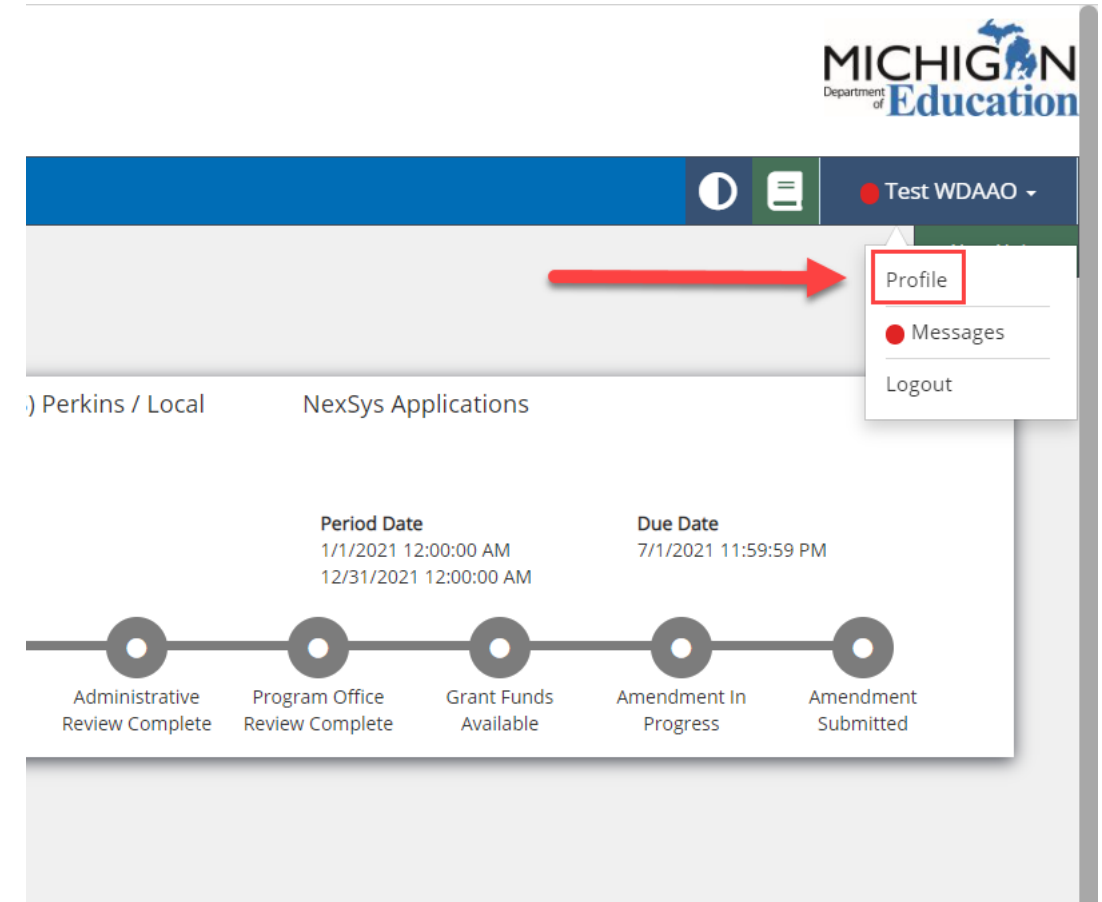
Locate and select your name in the upper-right corner of the screen to drop down a short menu.

The screenshot shows the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The user profile dropdown menu is visible in the top right corner, showing the text 'Test WDAAO' and a 'New Note' button. The main content area displays the 'Document Overview' for 'Community College Services (CCS) Perkins / Local Application'. The document ID is 'CCS-2022-170005218-11'. The progress bar shows the following steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The user profile dropdown menu is highlighted with a red arrow.

# User Profile

Select the “Profile” link from the drop-down choices.

This is also where users can access system messages received.



# Organization Members

Feel free to review Organization and Personal Information.

Select Organization Members from the green colored menu on the left-hand side to review all users associated with the organization.

**\*NOTE\*** This is not where users are assigned to a given application.

QA - UAT

Home Administration Searches Test WDAAO Save

Organization Information

Bay de Noc Community College - 210004969

Organization Information

Organization Members

EEM Details

Bay-Arenac ISD - 09000

Organization Information

Organization Members

EEM Details

Charlotte Public

## Person Information

Edit person profile and organization role information.

### Profile

#### Basic Information

First Name	Middle Name		
Test			
Last Name	Prefix	Suffix	
WDAAO			
Title			
Primary Phone	Secondary Phone		
517-555-1212			
Cell	Fax		
null			

### Organizations

Bay de Noc Community College - 210004969

Role Name	Active Date	Inactive Date	Assigned By
Authorized Official (5)	1/25/2021		DeYoung, Andrew

Bay-Arenac ISD - 09000

Role Name	Active Date	Inactive Date	Assigned By
Authorized Official (5)	3/8/2021		Roys, Brenda

Charlotte Public Schools - 23030

Role Name	Active Date	Inactive Date	Assigned By
Authorized Official (5)	4/27/2021		DeYoung,



# Organization Members

The Organization Members screen can be utilized to manage local users. This includes removing users that have retired or left the institution for any reason.

Users can be marked “Inactive” by selecting the Pencil icon to the right of their entry and selecting an Inactive Date within the pop-up window.

NeSys

Grant, Application and Cash Management System

QA - UAT

MICHIGAN  
Department of  
Education

Test WDAAO

Home

Administration

Searches

Person Information

Test WDAAO

Organization Information

Organization Information

Organization Members

EEM Details

Lake Superior State University - 170005218

Organization Information

Organization Members

EEM Details

Mocomb Community College - 500005918

Organization Information

Organization Members

Organization Members

Instructions:

- Use the available search criteria to filter the members table.
- To add a new member, click the Add New button and follow the instructions.
- You can limit system access by setting the Active/inactive dates.

Members Search

Name

Role

Active

Both

Clear

Search

Members

Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date
Cox, Juliana L.	Authorized Official (5)	03/31/11		Post, Joel	03/31/11
Devaprasad, James	Application Administrator (4)	09/15/16		Post, Joel	09/15/16
Newland, Erica	Authorized Official (5)	11/21/18		Post, Joel	07/10/19
Repa, Lisa	Application Administrator (4)	10/01/19		Post, Joel	10/02/19
WDAAA, Test	Application Administrator (4)	05/27/21		DeYoung, Andrew	05/27/21
WDAAO, Test	Authorized Official (5)	05/07/21		DeYoung, Andrew	05/07/21

Edit Person

Name

James Devaprasad

Role

Application Administrator (4)

Active Date

9/15/2016

Inactive Date

Save

# Perkins Postsecondary

Michigan Department of  
Labor and Economic Opportunity -  
Employment and Training

**LEO-MiCC@michigan.gov**